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ညွှန်ကြားရေးမှူး (စီမံ/လေ့ကျင့်)
မြန်မာနိုင်ငံရဲတပ်ဖွဲ့ ဌာနချုပ်

—THE
BURMA POLICE MANUAL

VOLUME IV

FIFTH EDITION

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RANGOON
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A.—APPENDICES.

Instead of embodying the following orders in Volume I of the Manual it has been thought best to reproduce them as Appendices:—

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APPENDIX A-1.

DRESS REGULATIONS.

(Will be inserted by Correction List.)

APPENDIX A-II.

PROCEDURE IN CASES OF CIVIL OFFENCES COMMITTED BY
PERSONS SUBJECT TO MILITARY LAW.*Courts-martial.*

When a person subject to the Army Act commits an offence under conditions precluding trial by Court-martial, or an offence of grave nature, which could equally be tried by a Court-martial or a Civil Court against the persons or the property of an individual unconnected with the Army, his Officer Commanding shall at once inform the nearest Magistrate, and, under the orders of the General Officer Commanding the Forces in Burma, the offender shall, for an offence of the former class, and will ordinarily for an offence of the latter class, be handed over to the Civil Power for trial.

Inquests.

Immediate information shall be given to the Police of the death of any person, subject to the Army Act or Burma Army Act or of any member of his family by suicide, violence, accident, or under suspicious circumstances. The Officer Commanding on the spot shall, except as provided for in section 134 (3), Army Act, only convene a court of inquest where the death occurs at a place out of Burma for which no Criminal Court has been constituted by the Governor. The procedure of such courts of inquests shall follow the rules laid down in the Army Act 'Rules of Procedure.'

Persons subject to the Burma Army Act.

1. An offence committed against the person or property of a civilian cannot as a rule be tried by court-martial.

2. Offences under the Burma Army Act, sections 27 (d), 35(a), (b), 39(b), (d), and 41, as well as most offences under section 1, can be tried by a court-martial or a civil court.

3. The procedure in a case where there is dual jurisdiction is laid down in the Burma Army Act—sections 69 and 70; the "prescribed military authority" being the General Officer Commanding the Forces in Burma.

If the offender is in

Military
Civil

 custody the

Officer Commanding the Corps
Magistrate

 will take steps to request the prescribed military authority to decide before which court proceedings shall be instituted; but in these cases falling under Burma Army Act, section 41, in which death has resulted, the decision shall rest with the General Officer Commanding the Forces in Burma.

4. For offences under paragraph 2 it is usually advisable to try the offender by court-martial; where, however, the offence is a theft of Government property in which civilians may be implicated, it may be expedient to have recourse to a civil court.

APPENDIX A-III.

GENERAL RULES FOR JAIL ALARMS.

1. In accordance with paragraph 341, Burma Jail Manual, the Superintendent of Police and the Superintendent of the Jail will draw up a detailed plan of action to suit the circumstances of each Jail. At the headquarters of battalions the Commandant must be consulted with regard to these plans.

2. The Superintendent of Police will arrange to have a sufficiency of torches kept in readiness in the police lines for issue to the Civil Police in the event of the Jail alarm taking place at night.

3. The responsibility of communicating Jail alarms to the Civil and Union Military Police rests with the Jail authorities. There shall be a pre-arranged signal, agreed to both by the police and Jail authorities, by which to notify to the police an alarm parade or the occurrence of an outbreak in the Jail. The nature of the signal will depend on local conditions, such as the distance of the police lines from the Jail, the existence of telephone communication, and so on. It should be one which will attract immediate attention in both the Civil and Union Military Police lines.

4. On receipt of the Jail alarm at the police lines, every available man of both the Civil and Union Military Police will at once fall in. The Union Military Police will be armed with rifles and bayonets, and will carry ten rounds of buckshot and ten rounds of ball ammunition per man; the Civil Police will be armed with *dahs*, and will have torches served out to them if the alarm takes place at night.

After issue of the arms and ammunition (and torches, if necessary) both bodies of police will double down to the Jail.

NOTE.—The men will fall in promptly in whatever clothing they may happen to be in at the time of the alarm.

5. On arrival at the Jail, the men will extend so as to completely surround the Jail. A party of Union Military Police under a non-Gazetted officer will be posted at the main Jail entrance, so that they may be able to render prompt assistance to the Superintendent of the Jail, if called on to do so within the Jail enclosure.

6. In exercise of the powers conferred by section 59 of the Prisons Act, 1894 (IX of 1894), and with the previous sanction of the President, and in supersession of Judicial Department Notification No. 87, dated the 6th July 1908, the following rules have been framed by Government under clause (6) of that section, to regulate in Burma the use by police officers or soldiers, who are called to the assistance of prison officers, of arms against any prisoner or body of prisoners in the case of an outbreak or attempt to escape :—

(i) Any police officer or soldier may use a sword, bayonet, fire-arm or any other weapon against any prisoner escaping or attempting to escape, provided that resort shall not be had to the use of any such weapon unless such officer has reasonable ground to believe that he cannot otherwise prevent the escape.

(ii) Any police officer or soldier may use a sword, bayonet, fire-arm or any other weapon on any person engaged in any combined

outbreak or in any attempt to force or break open the outer gate or enclosure wall of the prison, and may continue to use such weapon so long as such combined outbreak or attempt is being actually prosecuted.

(iii) Any police officer or soldier may use a sword, bayonet, fire-arm or any other weapons against any prisoner using violence to any officer of the prison or other person, provided that such police officer or soldier has reasonable ground to believe that the officer of the prison or other person is in danger to life or limb, or that other grievous hurt is likely to be caused to him.

(iv) Before using fire-arms against a prisoner under the authority conveyed in rule (i) of these rules, the police officer or soldier shall give a warning to the prisoner that he is about to fire on him.

(v) No police officer or soldier shall, in the presence of his superior officer, use arms of any sort against a prisoner in the case of an outbreak or attempt to escape, except under the orders of such superior officer.

(vi) Nothing in these rules shall be deemed to deprive police officers or soldiers of any power which they may exercise under any other law.

(vii) In these rules the expression "soldier" shall apply to every person subject to the Army Act, or to the Burma Army Act, 1911.

7. A copy of these general orders and rules, together with a copy of the detailed plan or arrangements drawn up by the Superintendents of Police and Jails, in English, Burmese, Urdu, Gurmukhi and Hindi, will be hung up in Civil Police Stations and Military Police Quarter-guards and all Civil and Military Police Officers must satisfy themselves that all ranks are made fully acquainted with them.

APPENDIX A-IV.

ORDERS RESPECTING THE ACQUISITION AND ALIENATION OF IMMOVABLE PROPERTY BY POLICE OFFICERS.

Government of Burma Appointment Department "G" Circular No. 35 of 1930, dated Rangoon, the 12th July 1930.

The following revised rules relating to the annual return of land held by or on behalf of officials are published for the information of all officers concerned.

General Department Circular No. 37 of 1923 and Appointment Department "G" Circular No. 30, dated the 8th September 1928, are hereby superseded.

Rules.

1. These rules apply to all officers in superior service (as defined in Article 396 of the Civil Service Regulations) whether gazetted or otherwise, and particulars are required not only of land held by such officers themselves, but of land held by, or managed by, wives of such officers or other members of their families living with and in any way dependent on them. The rules do not apply to village headmen. The rules apply to revenue surveyors and to apprentices for posts in superior service.

2. These rules apply to lands whatever the tenure may be and do not exclude the case of land held for an officer's own residence.

3. Every permanent acquisition or alienation of land, by purchase, sale, succession or otherwise, must be reported.

4. Temporary alienations by lease, mortgage or otherwise, need not be reported. Temporary acquisitions by lease, mortgage or otherwise should be reported.

5. The report shall be signed by the officer concerned on the 1st January of each year and submitted so as to reach the officer who has the custody of his personal file (or confidential roll) or service-book on or before the 1st March.

6. Report shall be made by the acquiring or alienating officer in the form of which a copy is appended to these rules, in duplicate, or, in cases where more than one copy of the officer's personal file (or confidential roll) is maintained, in triplicate, quadruplicate, etc., according as two, three, etc., copies are maintained.

7. The report shall be made by the reporting officer through the head of his office to the officer who has custody of his personal file (or confidential roll) or service-book.

8. The head of the office on receiving the report shall retain one copy for verification of the accuracy of the report, and immediately forward the remaining copy or copies through the ordinary channel to the senior officer who has charge of the service-book or personal file (or confidential roll) of the officer concerned. The latter shall file the report or one copy of the report in the officer's personal file as explained in paragraph 9 below and, if he does not control the posting and transfer of the reporting officer, forward a copy of the report to the officer who has custody of the officer's personal file (or confidential roll) or service book who also controls the posting and transfer of that officer, who shall again file the report in the officer's personal file as explained in paragraph 9.

9. The reports in question shall be filed in the officer's personal file (or confidential roll) and where no personal file is maintained for the officer, as in cases where service-books only are kept up, personal files shall be opened as required in which these reports shall be filed. All personal files should contain a sheet for an abstract of the reports showing the district, township, area of lands reported to have been alienated or acquired by the officer and page number of the complete report in the file.

10. The submission of the reports must not be delayed for verification which shall take place in due course after the reports have been submitted. The verification reports when completed shall be submitted to the officers to whom the previous reports have already been submitted and shall be treated in the offices of the latter officers as ordinary correspondence and filed as such.

11. Each report should relate to land acquired since the previous report was sent in and each report shall contain a statement that all the other lands held has already been reported to Government.

12. When any officer is transferred, the reports concerning his landed holdings shall be sent to the new district departmental officer.

13. The files of reports should be examined by Inspecting Officers.

14. Every officer to whom these rules apply shall on his first appointment to Government service submit a report of land concerning which a report is required under Rules 1 to 5.

15. The attention of all officers is drawn to General Department "G" Circular No. 20 of 1928, dated the 15th June 1928, relating to the substitution made by the Secretary of State in Council for the existing Rule 10 of the Government Servants' Conduct Rules of a rule which runs as follows :—

" 10. (1) A Government servant who is not domiciled in Asia shall not, save in good faith for the purpose of residence, directly or indirectly hold or acquire any immovable property—

(a) within the province in which he is employed or within any province with the administration of which he is concerned or within the territories of any Prince or Chief in India within whose territories he is employed or;

(b) save with the previous sanction of the Local Government under which he is serving, within any other province; or

(c) save with the previous sanction of the Governor-General in Council, within the territories of any Prince or Chief in India;

(2) A Government servant who is domiciled in Asia shall not, save in good faith for the purpose of residence, acquire any immovable property in India by purchase or gift without the previous sanction of the Local Government under which he is serving or of a head of a department specially empowered by the Local Government in this behalf."

By order,

I. G. LLOYD,

Chief Secretary to the Govt. of Burma,
Home and Political Department.

Statement of Landed Property $\frac{\text{acquired}}{\text{alienated}}$ by.....

during the year 19.....

- | | |
|---|--|
| | (a) District..... |
| | (b) Township..... |
| | (c) { Kwin No. and Name..... |
| | Block No. in towns..... |
| 1. Locality and description of the landed property acquired or alienated. | (d) Holding No. in } map of year } |
| | (e) Area in acres..... |
| | (f) Kind of land, e.g., paddy land, garden land, house site..... |
| 2. Value of land including statement of land revenue or Municipal tax on land and building or rental value, if any. | |

3. Manner of acquisition or alienation by purchase, gift, inheritance, lease, mortgage or otherwise.
4. Date of acquisition or alienation.
5. Number and date of Registered Deed, if any, and office of registration.

I do hereby certify that all the landed property previously acquired or alienated by me, or by my wife, or by any other member of my family living with me or in any way dependent on me has already been reported to Government.

Signature of Officer.....

Designation.....

Headquarters.....

Dated at.....

The.....of.....19 ..

NOTE.—In the preparation of the statement the instructions contained in Appointment Department Circular No. 35 of 1930 should be observed.

In the above statement should be shown all landed property acquired or alienated not only by the officer signing the statement but also by his wife or any member of his family living with or in any way dependent on him. If the landed property shown in the statement has been acquired or alienated by a person other than the officer himself the name of the person who acquired or alienated the property should be entered in the heading of the statement, together with his or her relationship to the officer signing the statement, his or her place of residence and the name of the district in which he or she resides.

If no landed property has been acquired or alienated by the officer, or his wife, or any member of his family living with or in any way dependent on him, the certificate on the reverse of this statement should be filled in, signed and submitted in lieu of the above statement.

CERTIFICATE.

I do hereby certify that all the landed property acquired or alienated by me; or by my wife, or by any other member of my family living with me or in any way dependent on me has previously been reported to Government and that no landed property was acquired or alienated by me or by my wife, or by any other member of my family living with or in any way dependent on me during the year 19 ..

Signature.....

Designation.....

Headquarters.....

Dated at.....

The.....of.....19 ..

INSPECTOR-GENERAL OF POLICE CIRCULAR ORDER No. 15—3M.-76,
DATED RANGOON, THE 21ST DECEMBER 1935.

SUBJECT.—*Report by Government Servants of Acquisitions or Alienations of Land.*

1. The attention of all District Superintendents of Police, Battalion Commandants, etc., is invited to Local Government's Appointment Department "G" Circular No. 35 of 1930 on the abovementioned subject.

2. The following instructions are issued in the matter:—

(i) Blank reports are not required and need not be submitted but all officers in superior service (gazetted or otherwise) must report permanent or temporary acquisitions and permanent alienations by them of land in Burma in the prescribed form on the 1st January of each year to the authority mentioned in Rule 7 and described in column 5 of the table in clause 5 below, who should then follow the procedure laid down in Rules 8, 9 and 10;

(ii) All reports should be carefully verified before they are finally accepted and recorded as directed in Rule 10;

(iii) The Government in Police Department letter No. 786-23, dated the 23rd November 1923, to the address of the Inspector-General of Police, Burma, have ruled that their orders of the 17th April 1919, which are published under Memorandum No. 45, dated the 3rd May 1919, in Part II of the *Burma Police Gazette*, dated the 3rd May 1919, whereby Constables in the Provincial Police Force were exempted from the operations of the orders requiring officers in the superior service to make a declaration of landed property in their possession, should not be superseded by the present Circular, but they enjoin that the orders in paragraph 2 of the 1919 letter should be strictly observed. Constables are thus still exempt from the necessity of making declarations or submitting reports but any tendency on the part of any such to acquire land should be closely watched and the circumstances of purchase of land by them if and when made, should be carefully investigated;

(iv) The orders in Rule 6 regarding the submission of reports in duplicate, triplicate or quadruplicate should be complied with and the procedure laid down in Rules 7, 8 and 9 as to the recording of reports in the confidential or the personal files of officers concerned should be very carefully studied and observed. The verification reports referred to in Rule 10 should follow the submission of the original reports as quickly as possible but in cases in which verification is possible without delaying the punctual submission of the original report, the original report only need be submitted. In such cases there is no need for the submission of the further report referred to in Rule 10. All reports should be clearly superscribed "Original," "Duplicate," "Triplicate," "Quadruplicate," as the case may be, and when verification reports are submitted the fact that the entries in the report have been verified and found correct should be endorsed on the return itself. Forwarding letters or memoranda are unnecessary and should not accompany the reports unless otherwise necessary;

(v) Reports concerning Civil Police Officers should be submitted to the Inspector-General of Police, Burma, and those relating to Military Police Officers to the Deputy Inspector-General of Military

Police, Burma. To save confusion and error in the submission of reports, channel of submission is given for the information and guidance of all officers.

No.	Designation of Officer submitting report.	Channel of submission of original report.	Channel of submission of duplicate copy of report and officer who should verify report.	Authority to whom original and duplicate reports to be submitted and finally dealt with.
(1)	(2)	(3)	(4)	(5)
1	(a) Deputy Inspectors-General of Police, Civil and Military. (b) Superintendent of Police Supplies, Burma.	Assistant Inspector-General of Police who will verify and file the reports.
2	(a) Principal, Provincial Police Training School, Mandalay. (b) District Superintendents of Police. (c) Assistant Superintendents of Police. (d) Deputy Superintendents of Police. (e) Inspectors of Police. (f) Sergeants of Police.	Assistant Inspector-General of Police.
3	(a) Sub Inspectors of Police. (b) Station Writers ... (c) Head Constables (d) Clerks in District Superintendents of Police's Offices. (e) Clerks in Subdivisional Police Officers' Offices. (f) Cadet Sub-Inspectors and Clerks in Provincial Police Training School.	District Superintendent of Police, who will verify and file the reports.
4	(a) Battalion Commandants, Assistant Commandants. (b) Naib-Commandants. (c) Clerks in Deputy Inspector-General of Military Police's Office.	District Superintendent of Police.
		Subdivisional Police Officers.	Subdivisional Police Officers.	Principal, Provincial Police Training School, who will verify and file the reports.
		Deputy Inspector-General of Union Military Police, who will verify and file the reports.
		Battalion Commandant.	Battalion Commandant.	Deputy Inspector-General of Union Military Police.
		Deputy Inspector-General of Union Military Police, who will verify and file the reports.

No.	Designation of Officer submitting report.	Channel of submission of original report.	Channel of submission of duplicate copy of report and officer who should verify report.	Authority to whom original and duplicate reports to be submitted and finally dealt with.
(1)	(2)	(3)	(4)	(5)
5	(a) Subadar-Majors (b) Subadars ... (c) Jemadars ... (d) Havildars ... (e) Sepoys ... (f) Armourers ... (g) Clerks in Battalion Commandants' Offices.	Battalion Commandant, who will verify and file the reports.
6	(a) Clerks in Deputy Inspectors-General's Offices (Civil). (b) Police Supply Officers, Mandalay and Rangoon. (c) Clerks in Superintendent of Police Supplies' Office.	... Superintendent of Police Supplies, Burma. Superintendent of Police Supplies. ...	Deputy Inspector-General of Police concerned, who will verify and file the reports. Assistant Inspector-General of Police. Superintendent of Police Supplies who will verify and file the reports.

This Office Circular No. 39, dated the 6th December 1923, is hereby cancelled.

**Government of Burma Appointment Department letter
No. 345A.-23, dated the 31st of January 1924.**

SUBJECT.—*Reports by Government Servants of Acquisitions or Alienations of Land.*

I am directed to refer to paragraph 11 of General Department Circular* No. 37 of 1923, relating to the report by Government servants, of acquisitions or alienations of land and to say that the statement that all the other lands held has already been reported to Government does not appear to have been made in any of the reports received so far.

2. I am to ask that this statement may now be furnished with each report, and that, where such reports have already been submitted to Government a separate certificate as required by paragraph 11 of the Circular may be furnished to the Local Government as soon as possible.

* Superseded by Circular No. 35 of 1930.

"Police Gazette" Memorandum No. 29, dated Rangoon, the 15th March 1924.

SUBJECT.—*Compliance with the provisions of Rule 11 of the Rules requiring the submission of reports by Government Servants of Acquisitions or Alienations of Land.*

The attention of all Civil and Military Police Officers is drawn to Local Government Appointment Department Circular letter No. 345A-23, dated the 31st January 1924, to the address of all Heads of Departments, Deputy Commissioners, District Superintendents of Police, Battalion Commandants, etc., and they are requested to obtain from all Police Officers who have already submitted statements of landed holdings the separate certificate referred to in the Local Government's Circular letter and to submit the same to this office or to the officer concerned if it has not already been submitted.

2. Certificates from officers concerned, whether blank or otherwise, should be submitted but in the latter case the date on which the previous report was submitted and to whom it was submitted should be clearly stated in the certificate.

APPENDIX A-V.

Government of Burma General Department "Q" Circular No. 40 of 1930, dated the 15th October 1930.

(Not translated into Burmese.)

Orders regarding Departmental Inquiries.

Rule 55 of the Civil Services (Classification, Control and Appeal) Rules made by the Secretary of State in Council under sub-section (2) of section 96B of the Government of India Act (which were published in the Government of Burma's General Department Circular No. 38 of 1930) renders strict conformity with the prescribed procedure for departmental inquiries even more important than it has been heretofore, particularly where the dismissal, removal, or reduction of a Government servant may be involved; and in view of the continued failure of officers conducting such inquiries to observe all requirements of that procedure, it has been decided to issue a fresh Circular on this subject, consolidating and, where necessary, expanding the instructions already issued on the subject in various General Department Circulars in recent years. These instructions will not apply to cases in which it is decided to remove, dismiss or reduce a person in consequence of facts which have led to his conviction in a criminal court, or of his absconding with an accusation over his head or where it is for other reasons impracticable to communicate with him: but they should be applied in all other cases, whether the officer holding the inquiry has the power of removal, dismissal or reduction or is required to submit his proceedings for the orders of a superior authority. They have been drawn up to meet the case of an officer of some standing who is charged with

a serious offence and whose removal, dismissal or reduction would mean the loss of his livelihood, but in their main outline they are also applicable in the case of the humblest Government servant. The rule referred to above does not require a formal inquiry to be held in cases where an officer's conduct can be adequately punished (1) by measures less serious than dismissal, removal, or reduction, or (2) (in the case of an officer on probation) by discharge in every such case the authority empowered to punish must consider whether, nevertheless, in the interests of justice, such an inquiry is desirable; it should ordinarily be held whenever there is any doubt or dispute on matters of fact.

Note.—An acquittal by a criminal court does not preclude a subsequent departmental inquiry.

2. *Necessity of speedy disposal.*—The Government of Burma desires to take once again the opportunity of impressing upon all officers the extreme importance of carrying out departmental inquiries, more especially in cases where officers are charged with corrupt practices with the least possible delay. It is unfair to the officer whose conduct is under inquiry that he should be left in suspense for many months as to the result of the inquiry; and from the point of view of Government it involves unnecessary expense, if the officer is subsequently re-instated in his appointment, to lose the services of the officer while under suspension for a lengthy period. On the other hand, officers holding inquiries should remember that the officer charged should, under the rule, be afforded a "reasonable time" to put in his defence. What may be a reasonable time varies of course with the circumstances of the case, and in arriving at a decision officers should consider whether the charge is complicated or simple, what is the situation of the respondent and what time is available to him for preparing his defence.

3. *Preliminary Investigation.*—It frequently happens that, before an officer is in a position to frame charges against a subordinate, it is necessary to elucidate certain doubtful points and to hold a preliminary investigation for that purpose. This preliminary investigation which may be held either by the officer who is to hold the main inquiry or by another officer deputed for the purpose, may consist merely of the collection of documentary evidence or the recording in writing of the statement of a few witnesses, and need not be held in the presence of the Government servant whose conduct is in question (who will be referred to, for convenience, as the respondent). If the investigation is held at the instance of a member of the public and such person is unable himself to procure the attendance of such witnesses as he wishes to examine, the officer holding the preliminary investigation should, if by examination of the complainant or otherwise he is satisfied there is reason for a further inquiry, call the witnesses. Where witnesses are examined it is undesirable that the respondent should at this stage be required to cross-examine them. No charge having yet been framed, there is no charge for him to answer, and that being so, he might well be ignorant as to the direction which his cross-examination of the witnesses, supposing him to be present at the investigation, should take. If, therefore, a charge is eventually framed the person charged has a right to require that these witnesses shall be recalled. Where the respondent is present at this investigation he may be asked any questions which the presiding officer thinks necessary for the purpose of

elucidating the facts. When the officer holding the preliminary investigation is unable, either from lack of the necessary authority or from any other cause, to proceed at once with the main inquiry, he should assess carefully the value of the evidence recorded by him and send the proceedings together with his recommendations to the officer having power to order an inquiry or to the officer who is to hold the inquiry, as the case may be.

4. *The Inquiry.*—After the preliminary investigation, if any such be held, a formal inquiry will be opened at which the respondent should, if possible, be present. The satisfactory conduct of a formal inquiry requires some skill and experience, and it is desirable, if possible, to appoint for the purpose an officer who has had some experience of holding inquiries of this character. In some cases it may be desirable to appoint an officer to hold the inquiry who has been previously unconnected with the case and who did not himself conduct the preliminary investigation. In deciding this point it is necessary to consider not merely the practical requirements of the case but the importance of removing from the mind of the respondent any impression, however ill-founded, that the officer conducting the inquiry is in any way prejudiced against him.

5. Rule 55 of the rules made by the Secretary of State in Council under sub-section (2) of section 96B of the Government of India Act, published with General Department Circular No. 38 of 1930, is as follows:—

"Without prejudice to the provisions of the Public Servants Inquiries Act, 1850, no order of dismissal, removal or reduction shall be passed on a member of a Service (other than an order based on facts which have led to his conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires to be heard in person. If he so desires or if the authority concerned so directs, an oral inquiry shall be held. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish, provided that the officer conducting the inquiry may, for special and sufficient reasons to be recorded in writing, refuse to call a witness. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

This rule shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him. All or any of the provisions of the rule may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without injustice to the person charged."

The new rule therefore requires that the grounds on which it is proposed to take action should be communicated in writing to the respondent, and these must take the form of—

- (a) a definite charge or charges,
- (b) a statement of the allegations on which each charge is based, and

any other circumstances which it is proposed to take into consideration in passing orders on the case.

6. It is of the first importance that the documents furnished to the respondent at this stage should be carefully framed, since errors or omissions may vitiate the subsequent proceedings. The charges should be clearly and concisely stated, and where a charge is based on a failure to observe a particular rule, that rule should be cited. Care should be taken to avoid unnecessary multiplication of charges or the inclusion in the charges of matters which do not constitute an offence at all, matters which though constituting an offence are not of such importance as to justify the action proposed, and matters of ancient history which ought to have been investigated, if at all, at the time of their recurrence and cannot now be investigated without great difficulty. Generally at an inquiry there is an allegation which constitutes the substantial ground for the inquiry, and which by itself justifies disciplinary action. Other matters which may serve to increase the penalty imposed but are not such as would by themselves justify procedure under Rule 55 should not be included in the charges, but may find a place among the other circumstances which it is proposed to take into consideration. An exception occurs in cases where the charge is one of general incompetence. Here, in order to support the charge, it is usually necessary to make several specific charges affording instances of incompetence; but even here it is better to confine the charges to a few specific instances than to include a large number of trivialities, ranging perhaps over many years, which it may be difficult to establish and as to which there may be room for doubt whether any incompetence has in fact been exhibited. In all cases the charges should include a statement that the respondent is called upon to show cause against dismissal or any other lesser punishment.

7. In making a statement of the allegations it is not necessary to set out in detail the evidence of each witness at the preliminary investigation or to furnish the names of the witnesses. It is sufficient that the respondent should be informed of the facts he has to meet.

8. It is necessary to inform the respondent of any "other circumstances" which it is proposed to take into consideration in passing orders on the case. In passing orders it is often appropriate to consider whether the charge established against the respondent is an isolated act or represents the culmination of a career of unsatisfactory service. It is thus proper to inform the respondent of unfavourable previous reports on him by officers under whom he has served or of specific cases in which his conduct has been regarded as unsatisfactory. These matters cannot, of course, be considered unless the main charge is established, but, if the main charge is established, it is right to take them into consideration. The respondent, however, should be informed what subsidiary matters it is proposed to take into consideration, and any explanation he may offer should be carefully considered.

It is undesirable to multiply these subsidiary circumstances without good cause ; and if the main charge is of such gravity as to necessitate, if established, removal or dismissal without regard to the previous career of the respondent it will be unnecessary to mention any other circumstances.

9. The necessary documents having been furnished to the respondent, he must then be required within a reasonable time (the inquiry being adjourned for the purpose),

(a) to put in a written statement of his defence, and
to state whether he desires to be heard in person.

If the respondent so desires or if the authority concerned so directs, an oral inquiry shall be held. Where the respondent does not desire an oral inquiry, such an inquiry will usually be unnecessary, if the respondent affords a satisfactory explanation, if he admits the charges and merely urges a plea in mitigation, or if his defence is obviously inconsistent with well-ascertained facts. On the other hand, it will usually be necessary if the defence raises a real doubt as to the material facts on which a charge is based. Where an oral inquiry is held, the respondent is entitled to cross-examine the witnesses, to give evidence in person, and to have such witnesses called as he may wish. The officer conducting the enquiry may, but only for special and sufficient reasons to be recorded in writing, refuse to call a witness. The record of any oral statement made by the respondent should be read over to him. The respondent may cross-examine witnesses called in support of the charges either immediately after their examination-in-chief, or after he has entered upon his defence, the witnesses being recalled for this purpose, or on both these occasions. For the purpose of an oral inquiry it is not sufficient to read over in the presence of the respondent the evidence recorded at preliminary investigation even though he may have been present when such evidence was recorded. All witnesses whom the respondent produces in his defence should be examined, reasonable time being allowed to him in which to secure their attendance ; and if the respondent is unable himself to secure the attendance of any witness whose examination he desires, such witness should be called by the officer holding the inquiry. The respondent may at any stage in the inquiry be asked any questions which the presiding officer thinks necessary for the purpose of elucidating the facts. If necessary, notices directing witnesses to attend the inquiry may be sent to the Deputy Commissioner for service.

10. In the course of an inquiry it may be necessary to amend the charges owing to the disclosure of new facts or otherwise. If this is done it is important that the respondent should have reasonable time for preparing his defence to the amended charges. A request by the respondent for an adjournment at this stage should receive careful consideration, and it should be granted unless the officer holding the inquiry is satisfied that the respondent would not be prejudiced by its refusal. If an application for an adjournment after an amendment is refused, the officer holding the inquiry should record in writing his reasons for the refusal.

11. Rule 55 requires that the proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds

thereof. The proceedings should be complete in themselves and certified copies should be included in them of any documentary evidence such as extracts from confidential registers. The officer holding the inquiry should prefix to the proceedings a diary form in which he should record briefly at each stage in the case the action taken. It is important that the diary should be properly and completely recorded.

12. In cases of exceptional importance or difficulty the officer responsible for holding the inquiry may apply to the Commissioner of the Division or to the Head of his Department for the services of an officer to conduct the case against the accused. Witnesses should not be examined on oath. Advocates should not be allowed to appear without the previous permission of the officer holding the inquiry, but this permission should ordinarily be accorded in any case in which the facts on which the charge is based are of a complicated nature, or would constitute, if proved, a serious criminal offence. Where an advocate does not appear, the respondent may be assisted in his defence by a friend, with the permission of the officer holding the inquiry.

13. Copies of office-notes, reports or correspondence relating to the inquiry should ordinarily not be supplied. Copies of the evidence recorded should be supplied, free of charge, if asked for during the course of the inquiry.

14. Witnesses will be paid travelling expenses, at the rates laid down for appearance in courts, by the officer conducting the inquiry. Should the officer conducting the inquiry consider that the number of witnesses produced by the respondent or whom he desires to have called for him is excessive, he may require the respondent to deposit a sum sufficient to cover their expenses. Officials are entitled to travelling allowance at the ordinary rates.

15. It cannot be too strongly emphasized that the procedure laid down above should be strictly adhered to and particularly that all statements made by the witnesses or by the respondent and all charges must be reduced to writing. Failure to observe these instructions, especially in cases in which any order or recommendation of dismissal, removal or reduction is recorded, will be likely to result in the vitiation of the whole inquiry, though an appellate authority will not upset a finding on the ground of a mere technical irregularity or omission not affecting the merits of the case.

16. *Suspension*.—An officer into whose conduct a departmental inquiry is to be held should ordinarily be placed under suspension if there appear reasonable grounds for believing that the facts or conduct alleged will lead to the framing of a charge and such charge, if proved, may result in his removal, dismissal or reduction. The power of suspension may be exercised at any time during the preliminary investigation or the inquiry proper. The respondent should ordinarily be suspended when charges are framed, though the officer conducting the preliminary investigation or the inquiry proper should invariably consider the desirability of suspending the respondent at an earlier stage in the proceedings when a good *prima facie* case has been made out against him and particularly when the continuance in office of the respondent appears to be prejudicial to the public interest or likely to result in the suppression of evidence.

17. The rules made by the Government of Burma detailing the various authorities empowered to suspend officers holding minor administrative, executive and ministerial posts to which appointments are made by the Local Government or by an authority subordinate to the Local Government are contained in the Disciplinary Rules for the Subordinate Services and Schedule published in General Department Circular No. 5 of 1926. Members of All-India Services, the Central Services, Class I, the Central Services, Class II, the Provincial Services, and the Specialist Services can be placed under suspension by the Local Government only [*vide* Rules 49 and 52 (a) of the Rules made by the Secretary of State in Council under sub-section (2) of section 96B of the Government of India Act published in General Department Circular No. 38 of 1930].

18. In all cases in which an order or recommendation to the effect that an officer be placed under suspension is made, the officer recording such order or recommendation should invariably include in it a reference to the amount of subsistence allowance to be drawn under Fundamental Rules 43 and 53.

19. *Orders.*—When the defence evidence is complete the officer holding the inquiry will pass an order in writing which should contain his finding on each charge framed together with a clear statement of the reasons on which each finding is based. In cases where it is proposed to take other circumstances into consideration in passing orders on the case, he should say what weight ought in his opinion to be attached to those circumstances and should discuss the validity of any explanation offered by the respondent. Where, for any reason, it has been impossible to observe all the requirements of Rule 55 he should explain the reasons for non-observance and the grounds on which it is considered that no injustice has resulted to the respondent. On the conclusion of an inquiry in which an order detrimental to the respondent is passed, he should be informed of the time limit fixed for the submission of his appeal and of the authority to whom an appeal, if one lies, should be addressed. A note that this has been done should be made in the diary attached to the proceedings.

20. If the case is one in which he has found the respondent guilty on any of the charges framed and in which he is capable of imposing an appropriate penalty, the imposition of such penalty will form part of the order, unless specific orders have been given that the case is to be submitted to higher authority. In the latter case and in all instances in which the officer holding the inquiry considers that an adequate penalty can only be imposed by higher authority, he will at the end of his order specify the penalty which he recommends should be imposed and submit the proceedings for final orders through the prescribed official channel, and each officer through whom it passes will briefly record his recommendation.

21. Any final order or recommendation not entailing or envisaging the dismissal, removal, or reduction of the respondent from Government service should, in cases in which the respondent has been suspended, contain an order or recommendation as the case may be, regarding the amount of pay to be drawn by the respondent on his release from suspension, in respect of the period of suspension. When the respondent is honourably acquitted after a departmental inquiry he may, at the discretion of the officer holding the inquiry, be allowed to

draw the full emoluments of the post held by him prior to his suspension for the period during which he has been under suspension under and subject to the provisions of Fundamental Rule 54 (a). In cases, however, in which the respondent is not honourably acquitted or in the opinion of the officer holding the inquiry it is desirable to inflict some punishment which does not entail the removal of the respondent from Government service, he should not be permitted to draw full pay and allowances in respect of the time spent under suspension, but should be allowed only such proportion of his emoluments as would appear to suit the circumstances of the case in conformity with the provisions of Fundamental Rule 54 (b).

NOTE.—When an officer is acquitted in a criminal proceeding and no subsequent inquiry with a view to dismissal, removal or reduction is held in accordance with this Circular, the authority which ordered the suspension should determine whether the order of acquittal passed by the criminal court amounts to honourable acquittal within the meaning of Fundamental Rule 54, and should pass appropriate orders under Fundamental Rule 54 (a) or Fundamental Rule 54 (b) as the case may be.

22. Punishments.—The chief punishment which can be inflicted on a Government officer found guilty of misconduct in a departmental inquiry are :—

- (1) Censure,
- (2) Withholding of increments or promotion, including stoppage at an efficiency bar,
- (3) Reduction to a lower post or time-scale, or to a lower stage in a time-scale,
- (4) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders,
- (5) Suspension,
- (6) Removal from the civil service of the Crown, which does not disqualify from future employment, and
- (7) Dismissal from the civil service of the Crown, which ordinarily disqualifies from future employment.

Details of the delegations or reservations of the powers of inflicting these penalties, made by the Government of Burma as far as officers holding minor administrative, executive and ministerial posts are concerned will be found in the Schedule attached to the Disciplinary Rules for the Subordinate Services published in General Department Circular No. 5 of 1926. The cases of officers of All-India Services, the Central Services, Class I, the Central Services, Class II, the Provincial Services and the Specialist Services are governed by the provisions of Rules 49, 50 and 52 of the Secretary of State's Rules referred to in paragraph 17 above.

23. Of these punishments No. 5 (Suspension) is not ordinarily inflicted as a penalty for misconduct on the termination of an inquiry, but will usually be employed, in the manner described in paragraph 16 of this Circular, during the course of the inquiry itself. The period of time spent under suspension and the consequent pecuniary loss and disgrace inflicted on the respondent should, however, be taken into consideration in determining the nature of any punishment it is decided to inflict.

24. With regard to No. 6 (Removal) and No. 7 (Dismissal) it should be borne in mind that "Removal" is the order which should be passed when the respondent has not been proved guilty of conduct

which renders it desirable that he should be debarred from re-employment in Government service, whereas gross misconduct, fraud and dishonesty, continued and wilful negligence, and all offences involving moral turpitude, meet with their appropriate punishment in an order of "Dismissal" after which the respondent cannot be re-employed in Government service in any capacity whatsoever without the sanction of Government. It should, however, be remembered that any officer may be discharged at any time prior to his confirmation in Government service by the authority that appointed him, for good and sufficient reason, without the holding of a departmental inquiry and that, even when such an inquiry is held, an order discharging the respondent will frequently meet the case if no serious misconduct on his part has been proved. Under the explanation to Rule 49 of the Secretary of State's Rules published in Circular No. 38 of 1930 and Rule 3 (a) of the Disciplinary Rules for the Subordinate Services no appeal can be lodged against an order of this kind.

25. A list is maintained in the Secretariat and published each year in the month of March of all officers who have been dismissed other than police officers of and below the rank of head constable, officers in inferior service and officers like village headmen whose service is not pensionable. Whenever an officer, not belonging to the excepted classes, is dismissed, the dismissal should be promptly reported to the Secretary to the Government of Burma, Judicial Department, a copy of the report being forwarded to the Secretary of the Department concerned by the officer who passed the order. The report, which need not be accompanied by the service-book of the officer, should be made in the tabular form below:—

Dismissal Report.

Name of Officer dismissed.	Date of dismissal.	Appointment held by officer when dismissed.	Reasons for dismissal.	Officer by whom dismissed.

Certified that the procedure laid down in General Department Circular No. 49 of 1930 has been followed.

*Signature of Officer
submitting the Report.*

When a Government servant is dismissed on conviction of a criminal offence or on absconding with an accusation over his head, the Act and section under which he was or might have been convicted should be stated. In other cases a certificate should accompany each report to the effect that the procedure laid down in this circular (General Department Circular No. 49, dated the 15th October 1930) has been followed.

26. *Appeals.*—The rules governing the submission of appeals against orders passed in departmental inquiries by members of the Subordinate Services are contained in the Disciplinary Rules for the Subordinate Services referred to above. The submission of similar appeals by Officers of higher standing is governed by the provisions of such rules as are appropriate to the particular class of officer concerned, contained in the Secretary of State's Rules published in General Department Circular No. 38 of 1933 (*vide* Rules 56 to 69). These rules will ordinarily be rigidly observed.

27. When the inquiry is completed and orders have been passed, the respondent is entitled, in order to exercise his right of appeal, to copies of the following documents, on payment of the requisite copying fees—

- (i) the charges ;
- (ii) the defence ;

and to copies of the following without payment of fees :—

- (iii) the recorded statements of witnesses examined in the course of the inquiry unless these have been previously supplied as provided in paragraph 13 ;
- (iv) the orders of the officer holding the inquiry containing his findings ;
- (v) the recommendations of the officers through whom the proceedings of the inquiry pass, and the final order of the authority disposing of the case, where final orders have not been passed by the officer who held the inquiry

If the appeal is successful, the appellate authority may order the refund of the copying fees

28. No appeal will lie in a case in which a "minor punishment"* has been inflicted, though the respondent may memorialise for revision of the orders passed in the manner laid down in Rule 13 of the Disciplinary Rules for the Subordinate Services through the usual official channels.

29. It should be noted that the exercise of power of revision vested in His Excellency the Governor or the Local Government under Rule 13 of the Disciplinary Rules for the Subordinate Services is purely discretionary and will usually only be employed in the manner contemplated in the rules, *i.e.*, on the recommendation of the Head of Department concerned.

30. *General.*—The object of these instructions is to ensure that a Government servant, when called upon to answer a charge of misconduct, is given every possible opportunity of proving his innocence. It is, however, necessary to point out that officers holding departmental inquiries are not bound to follow the provisions of the Code of Criminal Procedure or of the Indian Evidence Act. They may admit any evidence which they consider relevant, and require only that standard of proof which is necessary to convince them that the charge is established or not. Evidence of previous conduct and character, for example, may often be suitably admitted in a departmental inquiry, although such evidence would be inadmissible in a Court of law.

* *i.e.* a punishment other than censure, withholding of promotion, reduction, suspension, removal or dismissal.

The Local Government desires to impress on all officers that inability to reach a reasonable standard of competence is quite as valid a ground for dispensing with the services of a person in Government employ, as it is always held to be in the case of a person in private employ. Failure to recognize and act on this principle is prejudicial to the public interest.

31. *Public Servants (Inquiries) Act, 1850.*—Under Indian Act No. XXXVII of 1850, as amended by Act XIV of 1870, the Government of India possesses the power to order a formal and public inquiry into the behaviour of any public servant not removeable from his appointment without the sanction of the Local Government or some higher authority. This power is purely discretionary and will be employed only in cases of exceptional gravity or extraordinary public interest. The provisions of this Act do not in any way affect the procedure now laid down to be followed in ordinary departmental inquiries.

32. General Department Circulars No. 18 of 1926 and No. 2 of 1928 are hereby superseded.

By order,

F. B. LEACH,

*Chief Secretary to the Government of Burma,
Home and Political Department.*

APPENDIX A-VI.

THE SUBORDINATE POLICE (APPOINTMENT AND DISCIPLINARY) RULES.

Police Department.

NOTIFICATION.

Rangoon, the 15th March 1937.

No. 44.—In exercise of the powers conferred by section 7 of the Police Act, 1861, the Local Government makes the following rules for the appointment and punishment of police officers of and below the rank of Inspector of Police :—

(1) These rules may be called "the Subordinate Police (Appointment and Disciplinary) Rules" and they shall come into force with effect from the 1st April 1937.

(2) In these rules, unless there is anything repugnant in the subject or context :—

(a) "District Superintendent of Police" includes the Principal Provincial Police Training School, Mandalay, the Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma, the Personal Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, the Superintendent of Police Supplies, Burma, and the Assistant or Deputy Superintendent of Police in independent police charge of the Sandoway, Kyaukse, Bhamo and Myitkyina Districts and the Northern and Southern Shan States.

(b) "Deputy Inspector-General of Police of Range concerned" means the Deputy Inspector-General of Police for Railways and Criminal Investigation so far as the Criminal Investigation Department and the Railway Police forces are concerned.

5. The appointment of the police officers mentioned in column (1) of the table hereunder shall be made by the authorities mentioned in column (2) :—

Police Officers of the rank of (1)	Authority by whom appointed. (2)
(a) Inspector of Police	Deputy Inspector-General of Police of Range concerned.
(b) Sub-Inspector of Police directly recruited.	Principal, Provincial Police Training School.
(c) Sub-Inspector of Police promoted from ranks.	District Superintendent of Police with the previous approval of the Deputy Inspector-General of Police of Range concerned.
(d) Sergeants	District Superintendent of Police with the approval of the Assistant Inspector-General of Police.
(e) Station Writer	District Superintendent of Police.
(f) Head Constable	Do.
(g) Lance Head Constable	Do.
(h) Constable	Do.

3A. Women shall not be eligible for appointment as police officers, except in such posts as the Governor may specify in this behalf.

4. The punishments prescribed by section 7 may, to the extent specified in column (3) of the table hereunder, be awarded to the police officers mentioned in column (1) by the authorities mentioned in column (2) subject to appeal to the appellate authority mentioned in column (4) :—

Police Officers of the Rank of (1)	Authority in whom the power of punishment has been vested. (2)	Powers vested : (a) Minor punishments. (b) Reduction. (c) Suspension. (d) Dismissal or Removal. (3)	Appellate Authority (4)
(a) Inspector of Police (in all sections of the force except the Flying Squad)	District Superintendent of Police concerned.	(a) & (c) ...	Deputy Inspector-General of Police of Range concerned.
	Deputy Inspector-General of Police of Range concerned.	(b) & (d) ...	Inspector-General of Police.
(b) Inspector of Police (Flying Squad).	Do.	(a), (b), (c) & (d).	Do.

Police Officers of the rank of	Authority in whom the power of punishment has been vested.	Powers ves- ted : (a) Minor punish- ment. (b) Reduction. (c) Suspension (d) Dismissal or Removal.	Appellate Authority.
(1)	(2)	(3)	(4)
(d) Sub-Inspector of Police (in all sections of the force except the Flying Squad).	District Superintendent of Police concerned.	(a), (b), (c) & (d).	Deputy Inspector- General of Police of Range con- cerned.
(e) Sub-Inspector of Police (in the Flying Squad).	Deputy Inspector- General of Police of Range concerned.	(a), (b), (c) & (d).	Inspector-General of Police.
(f) Station-Writer	District Superintendent of Police concerned.	(a), (b), (c) & (d).	Deputy Inspector- General of Police of Range con- cerned.
(g) Head Constable	Do. ...	(a), (b), (c) & (d).	Do.
(h) Lance Head Constable.	Do. ...	(a), (b), (c) & (d).	Do.
(i) Constable (in all sections of the force except the Flying Squads).	Do. ...	(a), (b), (c) & (d).	Do.
(j) Constables (in the Flying Squads).	Deputy Inspector- General of Police of Range concerned.	(a), (b), (c) & (d).	Inspector-General of Police.

5. Where an appointment is made for a fixed period on probation or for a temporary purpose, the appointing authority may terminate the appointment if he thinks fit before the expiration of that period and there shall be no appeal against such termination.

6. Appeals shall be made individually and no appeal may be made by, or on behalf of, several persons.

7. An appeal shall be in writing setting forth all material facts and arguments without disrespectful or improper words, accompanied by a copy of the order appealed against. The appeal shall be submitted through the channels of communication between officers, within six months of the date on which the officer making the appeal was informed of the order appealed against; provided that the appellate authority may extend the said period for good cause shown.

8. Nothing in these rules shall preclude the Governor from revising any order passed by any authority subordinate to him in exercise of the powers conferred on such authority by these rules.

By order,

H. H. CRAW,

Chief Secretary to the Government of Burma,
Home and Political Department.

APPENDIX A-VII.

RELATIONS OF THE SUBDIVISIONAL MAGISTRATE WITH THE POLICE OF HIS SUBDIVISION.

Local Government Police Department " L " Circular No. 7 of 1933, dated the 17th March 1933.

It is considered necessary in supersession of Judicial Department Circular No. 23, dated the 23rd November 1891, to issue up-to-date instructions defining the relations of a Subdivisional Magistrate with the Police in his subdivision.

2. A Subdivisional Magistrate has no powers over the Police beyond those which are given to him by law, and no part of the general control and direction over the police of a district which is given to the District Magistrate by section 4 of the Indian Police Act (No. V of 1861) is vested in the Subdivisional Magistrate. Nevertheless, the Subdivisional Magistrate is responsible to the District Magistrate for the peace and good order of his subdivision and consequently for the success of the action taken to deal with crime in it. As the best means of discharging this responsibility His Excellency the Governor in Council desires to emphasize the importance of close co-operation between the Subdivisional Magistrate and the Subdivisional Police Officer, if there is one. Such co-operation should, to the greatest extent possible, be achieved not by official correspondence but by meeting and discussing freely the points which mutually affect them, each with due regard for the other's responsibilities and avoiding any semblance of dictating to the other what should or what should not be done. Their common object should be to reach a satisfactory solution of their problems by helpful mutual consultation. The Subdivisional Magistrate should not, however, confine his acquaintance with the police to the Subdivisional Police Officer. He should, when touring, make it his object to get to know the police officers in his subdivision down to the Sub-Inspectors and even Head Constables, and these officers should make a point of reporting on crime and other matters affecting the Subdivisional Magistrate whenever it is convenient for them to do so.

3. In order to keep himself informed of the working of the police in his subdivision, the Subdivisional Magistrate may scrutinize police-station registers Nos. 1, 4, 5, 6, 20, 21, 23, 24, 25, 26, 26A, 26B, 27, 27A, 27B, 28, 29, 30, 32, 33, 35, 36, 36A, 36B and 37. One important instance of the usefulness of such scrutiny would be the comparison by the Subdivisional Magistrate with Register No. 35 of the information in his possession of important criminals whose doings should be checked by him while on tour.

4. It is the duty of the Subdivisional Magistrate to inspect lock-ups, check the duration of detentions and satisfy himself generally that the conditions in which the prisoners are detained are satisfactory; but the notes of such inspections will not be entered in the police-station inspection file. It is his duty also, although he has no controlling power over the police and should avoid any interference with the detailed mechanism of police working, to bring to the immediate notice of the District Magistrate anything which appears, whether from his inspections or from his general knowledge of his subdivision, to be

wrong with the working of the police in his subdivision. It is desired, however, to emphasize that the Subdivisional Magistrate is not empowered in such cases to issue executive orders; his duty is discharged by bringing the matter to the notice of the District Magistrate, and with proper co-operation between the Subdivisional Magistrate and the Subdivisional Police Officer, if there is one, it should be possible by personal and official discussion to reach a satisfactory settlement in the majority of such cases—in which case it will be necessary for the Subdivisional Magistrate, merely to report the settlement to the District Magistrate.

5. It is for the District Magistrate, as head of the district police, to issue, after consultation with the District Superintendent of Police, such subsidiary rules or orders as may be necessary in his district for the guidance of the Subdivisional Magistrates and of the Police in the matters dealt with by this Circular, on a consideration of local circumstances, the qualifications of his Subdivisional Magistrates, and the like. Such subsidiary rules and orders should be in accord with, and carry out, the principles laid down in this Circular.

APPENDIX A-VIII.

RULES AND INSTRUCTIONS IN CONNECTION WITH THE GRANT OF SHOOTING PASSES TO BRITISH SOLDIERS.

From the Secretary to the Government of India, Home Department,—No. 3477 (Public), dated Calcutta, the 31st December 1900.

Direction 74 under the Burma Arms Manual, 1926.

I am directed to forward a copy of the revised rules* for the grant of shooting passes to British soldiers in India which have been approved by the Governor-General in Council and published in the *Gazette of India* of the 27th October last, and to request that, with the permission of His Honour the Lieutenant-Governor, the special attention of the local civil officers concerned in the administration of the rules may be drawn to them.

2. These rules are drawn up chiefly for the guidance of the military authorities, but their successful working cannot be insured without the co-operation of the civil officers. The Governor-General in Council therefore considers it necessary that the duties of the latter class of officers respecting this matter should be clearly laid down.

3. In Rule 6 of the revised rules it has been provided that the Commanding Officer of a regiment or detachment is at once to send to the District Magistrate the substance of any report (together with a copy of the complaint, if any) that may be made by the member of a shooting party who is in charge of the party, on their return to quarters, respecting any breach of the rules, any affray with natives or any mishap which may have occurred during the absence of the party. The Government of India consider it necessary that the District Officer also should communicate to the Commanding Officer immediate information of any breach of the rules by men under his command that may be reported to the civil authorities. Cases have come to the notice of the Governor-General in Council in which the civil authorities have omitted to make a report upon such occurrences to the Officer

* The revised rules of 1900 were superseded by rules published in 1913 which are those now attached to this letter.

Commanding the regiment, who remained in ignorance of the affair until a report was called for from Army Headquarters, or by the Government of India, or until the police inquiry had been completed. I am to request that, to enable the Commanding Officer of a regiment or detachment to take suitable notice of any infringement of the shooting pass rules, orders may be issued which will insure due information being communicated by the District Officer to the local military authorities in cases which may come to his notice.

4. Rule 30 of the revised rules lays down that Officers Commanding Stations and Officers Commanding Troops about to march will communicate with the Civil District Officer in order to ascertain (a) in what localities shooting ought to be forbidden, and (b) what animals or birds are regarded by the inhabitants as sacred or are protected by rules relating to the establishment of a close season. There is, however, more continuity in the Civil District Officers, where the establishments if not the officers, are to a great extent permanent, than in military cantonments. With a view, therefore, to guarding against the provisions of the rule being overlooked, I am to request that instructions may be issued to Commissioners and district officers to the effect that, on the arrival of a corps or detachment in a civil district, the district officer shall at once certify to the Officer Commanding the corps or detachment what localities, animals and birds are forbidden for shooting purposes, either absolutely on account of the prejudices of the inhabitants, or for parts of the year in accordance with rules for close seasons. In defining tracts of country where shooting is to be allowed, the local officer should be directed to bear in mind the orders contained in Home Department Circular letter No. 30—1012-1028,* dated the 31st July 1883, and to take care that no tracts are included where, owing to the religious prejudices of the people, the agricultural circumstances of the district, or other sufficient causes, there would be risk of danger if free permission to shoot were accorded.

5. In the circular of the 31st July 1883, referred to above, and in that of 1891 marginally noted, Local Government
No 18—1230—1239, dated the 31st July 1891. ments and Administrations were requested to instruct the district authorities to cause the shooting pass rules to be explained to villagers in the neighbourhood of cantonments, and to warn such villagers against interfering with soldiers out shooting and using violence to them, and also against taking the law into their own hands in cases in which soldiers infringe the rules. The Governor-General in Council now directs that the substance of the revised rules, so far as they affect the villagers, should be periodically notified in simple language in the villages and tracts where soldiers are in the habit of shooting, and that district officers should impress upon landlords, headmen, and village police that they are expected to give their assistance in avoiding disputes with soldiers out shooting. The headmen and village police must see that soldiers conducting themselves properly are not molested and that any complaints of misconduct are reported to the proper authorities. In cases in which notice of the probable advent of a shooting party has been sent to the district officer under Rule 31 of the revised rules, he should, with as little delay as possible, send intimation to the headmen and

* The relevant portion of the orders is given in the following part of the sentence "to take care, etc., up to" were accorded."

village police (so far as this can be done) stating that a shooting pass has been issued and they are to see that quarrels are avoided. Villagers should on no account take the law into their own hands, but should lodge any complaint they have to make in a legal manner.

6. In the circular from this department No. 50—2349-2358, dated the 14th October 1887, the importance of conducting prompt investigation into cases of affrays between European soldiers and native villagers was inculcated; and it was desired that, on the occurrence of a serious affray, the District Magistrate should invariably either himself proceed to the place, or at once depute a European Magistrate or the District Superintendent of Police in order to investigate the matter on the spot at the earliest possible time after the occurrence. I am now to request that instructions may be issued that the investigation of a case between natives and soldiers arising out of a shooting dispute should, whenever possible, be entrusted to an English Magistrate or police officer not lower in rank than Assistant Superintendent, and that when such cases come into Court they should be tried by the District Joint Magistrate. In cases which are not cognizable by the police, or where the prosecution is not undertaken by the civil authorities, the Civil District Officer shall inform the Commanding Officer of the corps or detachment concerned to that effect for such action as the latter may consider fit to take.

7. In conclusion, I am to say that the Government of India think it desirable that each Commissioner, District and Subdivisional Magistrate should be furnished with a copy of the revised rules as a separate publication.

RULES RELATING TO GAME SHOOTING: AND THE GRANT OF SHOOTING PASSES TO BRITISH SOLDIERS.

(1) The following rules will be observed, and are applicable to all individuals below the rank of officer, who are subject to the Army Act.

(2) These rules apply to troops on the march or in moving camps as well as to troops in Cantonments or standing camps.

(3) No soldier shall carry fire-arms for sporting purposes without a shooting pass (I.A.F. L.-1181). Shooting passes will only be granted to warrant and non-commissioned officers, and to efficient private soldiers possessing at least one good conduct badge. A soldier who is ineligible for a shooting pass, shall not be allowed to possess a sporting fire-arm.

(4) Soldiers of and above the rank of Sergeant may be granted passes to shoot alone, provided that the officer granting the pass is satisfied that the soldier has sufficient knowledge of the language to enable him to converse with the inhabitants, or that he will be accompanied by a qualified Indian interpreter. In the case of other ranks passes will only be granted to a party of not less than three and not more than six, one of whom shall be in-charge of the party. The party must in all cases be accompanied by an Indian qualified to act as interpreter, whose name will be entered on the pass.

(5) One member may be left in-charge of the camp, but the remainder of the party shall not separate while shooting.

(6) All shooting-passes will be issued on I.A.F. L.-1181. They will be granted by the Officer Commanding the corps, department or

detachment to which the soldiers belong or to which they are attached, who will keep a record of all passes granted. The names of the party and of the interpreter, the places, up to a maximum of three, at which the camps will be located, and the numbers and specifications of the fire-arms carried will be entered on the pass, and the certificate on the face of the pass will be signed by the squadron battery, section or company officer and countersigned by the Officer Commanding. Before the party starts the Armourer Sergeant, and in the case of the battery, the armament artificer, if available, or the section officer, will inspect all the fire-arms entered on the pass and will sign the certificate thereon.

(7) Shooting parties will camp only in the actual places named in their pass, and will not shoot outside a radius of five miles of the camp.

(8) No fire-arms not specified on the pass shall be carried or used and no rifle or carbine shall be used, which carries Government ammunition or is sighted over 300 yds. With the exception of rifles kept for match shooting the only shooting weapons which British soldiers are permitted to own are such as are intended and used for sporting purposes. The possession of revolvers, pistols of all sorts and weapons which do not fulfil the conditions specified in this rule, is absolutely forbidden.

(9) All bullets used with rifles or carbines for sporting purposes must be hollow.

(10) No person not named in the pass, except a Shikari and game coolies, shall accompany a shooting party.

(11) Shooting passes as a rule shall not extend to more than 14 days but special passes for periods not exceeding one month may, with the sanction of the Brigade or Divisional Commander, be granted to men known to be experienced sportsmen. Soldiers requiring passes to shoot at a distance, or for periods of more than three days, must apply for the pass at least six days before the date on which they wish to start, so as to enable notice to be given to the district civil authorities as required by Rule 31.

(12) The soldier in-charge of the party, shall carry the pass. He shall produce it when reasonably required to do so, and he shall at once return it to the senior non-commissioned officer of the squadron, battery or company when the party comes back to camp or lines. On returning the pass he will report any breach of these rules, any affray with Indians, or any mishap, which may have occurred during the absence of the party.

(13) If any such event is reported, the non-commissioned officer to whom the pass is given up will at once inform the Officer Commanding the corps, who will immediately report the occurrence, with full particulars, to the Officer Commanding Station and District Magistrate. A copy of the complaint, if any, should also be furnished.

(14) Arms shall not be loaded in the vicinity of camps, lines, or quarters, and shall be unloaded as soon as the party leaves off shooting.

(15) If any member of a shooting party commits any act resulting in injury to person or property or is involved in an affray with Indians, the party shall return to camp or lines without delay, after reporting, if possible, to the nearest civil authority.

(16) In any such case, on return of the party, a telegraphic report will be made by the Officer Commanding the corps as laid down in

item 282, I.A.F. Z.-2000 ; and a detailed report shall be sent to the same authorities by post when all the facts have been ascertained.

(17) No shooting with bullets of any kind is permitted except in forest or close jungle, or in tracts of country where such shooting is not attended with danger.

(18) Shooting at night is forbidden, except in forests.

(19) Shooting in Government reserved forests is prohibited without a special permit from the forest officer.

(20) No member of a shooting party shall address or enter into conversation with any Indian woman.

(21) No member of a shooting party shall enter any village, house, temple, mosque or enclosure, nor shall shoot within 50 yards of such. If supplies are to be obtained from a village, the interpreter may be employed for the purpose.

(22) Members of shooting parties are forbidden to trespass upon or shooting over crops.

(23) No member of a shooting party shall shoot at any animal or bird, or in any locality, included in the prohibited list shown on the pass.

(24) Shooting at peafowl is prohibited, unless by special permission endorsed on the pass. No shooting at hinds, does, monkeys or dogs is permitted.

(25) The shooting of pig within a radius of 15 miles of Saugor, C.P., is prohibited. (Soldiers are cautioned that the jungle pigs are foul feeders and it is unwholesome to eat them.)

(26) All fire-arms and made-up cartridges used for sporting purpose, whether private property or issued by Government, shall be kept in the store-room in charge of the senior non-commissioned officer of the squadron, battery or company, who alone may issue arms and cartridges on the production of the pass in which they are specified ; and this duty shall not be delegated to any other person. This rule is applicable to "Quackenbush" and similar miniature rifles.

(27) On the return of the shooting party all fire-arms issued from the store-room and unused made-up cartridges shall be made over to the non-commissioned officer mentioned in paragraph 26 who will sign for their receipt on the shooting pass.

(28) All arms kept for sporting purposes shall be entered on the "daily state" of the corps or detachment ; and shall be shown as "present," "on pass" or "absent."

(29) All gun powder used for loading or reloading sporting cartridges shall be kept in the magazine of the unit and issued from and returned thereto under the usual rules. When in the magazine the powder should be contained in the usual flasks or tins in which purchased and these again placed in an ordinary kit box under lock and key. The total quantity of gun powder placed in the magazine should be restricted as much as possible, and should never exceed 50 lbs. The flasks or tins containing powder are never to be opened in or near the magazine. Filling cartridges should not be permitted in barrack rooms ; this should be done in the open air.

(30) Officer Commanding station and Officers Commanding troops about to march, will ascertain from the civil district officer (in Native States, the Political Officer)—

(a) in what localities shooting ought to be forbidden ;

- (b) what animals or birds are regarded by the inhabitants as sacred or are protected by rules relating to the establishment of a close season ;
- (c) whether any special rules have been published by the civil authorities of the district ;

and will ensure that they are made known to all shooting parties.

(31) Prior to the issue of a shooting pass which is to extend over three days, the Officer Commanding by whom it is to be granted shall send notice thereof to the district officer of any civil district in which the members of the party are to be permitted to shoot. This notice shall be despatched at least three days before the commencement of the currency of the shooting pass. The notice shall state the ranks and names of the members of the party, the place or places which they are to visit and the dates indicating the duration of the pass.

(32) The notice furnished to the political officer of a Native State shall be despatched at least three days beforehand ; but such longer notice shall be given as is possible.

(33) Soldiers marching through a Native State are in no case to be permitted to shoot beyond ten miles of camp.

(34) When passes are granted to enable men to shoot at a distance from their own station, the following procedure will be observed :—

(1) A furlough pass (I.A.F.L.-1180) to the military station nearest to the locality concerned will be issued, on which the Officer Commanding will state, in red ink, that the soldiers are eligible for a shooting pass (I.A.F.L.-1181) and that they are permitted to carry fire-arms and ammunition for the purpose. The furlough pass so endorsed shall be an authority to the non-commissioned officer in-charge to issue arms and ammunition to the party, after the Armourer Sergeant has signed the specification that the arms are in good condition and not contrary to rule 8

(2) A shooting pass will at the same time be issued in the usual form with the omission of (a) the name of the interpreter, (b) the dates indicating the duration of the pass, (c) the list of prohibited localities, animals and birds and (d) the countersignature of the Officer Commanding.

(3) On arrival at the military station to which they are granted furlough, the party will report themselves to the military authorities at the station who will attach them to a military unit.

(4) The Officer Commanding the corps or detachment to which they are attached will, unless there are valid reasons to the contrary, complete the shooting pass by entering (a) the name of a qualified interpreter, (b) the dates indicating the duration of the pass and (c) the list of prohibited localities, animals and birds for the tracts of country where the members of the party intend to shoot ; and will then add (d) his countersignature. He will also give the notice to the civil authorities required by Rules 31 and 32.

(35) The possession of fire-arms and ammunition by members of the party is only allowed during the currency of the shooting pass ; when that period has expired they must be at once lodged in the store-room.

(36) When any serious breach of these rules occurs, the Officer Commanding corps or detachment will at once report by telegram the date and all the facts of the incident, so far as known, and also full

details of the action taken, to the authorities laid down in item 282, I.A.F. Z.-2000. Detailed reports will be submitted subsequently by letter to the same authorities.

(37) In every such case the Officer Commanding corps or detachment will immediately apply for the assembly, if possible of a court of inquiry which should commence a thorough and searching investigation in view to securing the best possible narrative while the event is still fresh and he will communicate with the District Magistrate as freely as required. If a court of inquiry cannot be assembled the Officer Commanding will himself conduct the investigation. The court of inquiry or, if one is not assembled the Officer Commanding will, during the enquiry, endeavour to ascertain whether any, and if so, what breaches of these rules have been committed or have taken place the nature of which would render the offender(s) liable to trial by court-martial under paragraph 38 and particulars thereof should be recorded in the proceedings or report. When the civil authorities also take up the case every assistance possible will be rendered to them in their investigation. The medical officer, who first attends to any person (whether soldier or civilian) wounded in any such case, will without delay, bring to the notice of both the civil and military authorities the nature and extent of the injuries received and their probable ultimate result.

(38) Any soldier shooting without a pass shall be tried by court-martial, and shall on conviction be deprived of the privilege of shooting during the remainder of his Indian service. Also, any member of a shooting party who commits any breach of these rules resulting in material injury to person or property, shall be tried by court-martial. Cases of all other breaches of the rules shall be reported to the Brigade or Divisional Commander for orders.

(39) When a court-martial is to be held under Rule 38 the case shall be sent to the D.J.A.G. of the Army concerned, who will frame the charges and prepare the brief for the prosecution, and the proceedings of the court-martial shall be sent to the same officer for report before confirmation. If a civil or military enquiry has been held on any case, the proceedings of the enquiry should accompany application for trial in view of all possible evidence being made available.

(40) When a court-martial is held under these rules, the results will be reported for the information of the Commander-in-Chief and the Government of India.

(41) If any breach of these rules, or any act committed by a member of a shooting party, results in an affray with Indians, or in material injury to person or property, and the offender or offenders cannot be identified, all shooting passes may, at the discretion of the Divisional Commander, be prohibited in the corps or detachment, or in the district for a period not exceeding two years. Every such prohibition shall be published in Divisional Orders and reported for the information of the Commander-in-Chief and the Government of India.

(42) Shooting passes will be granted to warrant and non-commissioned officers of department (including I.S.M.D.) by the local departmental senior commissioned officer, in accordance with these rules so far as they may be applicable. Standing passes for a maximum period of six months, but subject to the rules relating to prohibited localities, animals and birds and to the other restrictions referred to in

these rules, may be granted to subordinates of the Military Works Service who are not employed in Cantonments. In every case the officer granting the pass is responsible for seeing that the list of prohibited localities, animals and birds is duly entered on the pass.

(43) Warrant and non-commissioned officers of departments (including I.S.M.D.), granted a shooting pass will, before proceeding have all the fire-arms entered on their pass, examined by the officer who signed the pass, or by an armourer if one is available in the station.

(44) A copy of these rules and of any special civil rules which pertain to the district, also a list of prohibited localities, animals and birds shall be hung up in a conspicuous place in every barrack-room.

(45) Twice a year (in April and October on such day as the Officer Commanding directs) Rules 1 to 29 and Rules 38 and 41 shall be read on parade to all British troops.

(46) All military subordinates (departmental or non-departmental including Assistant Surgeon, I.S.M.D.), will be held responsible that they make themselves fully acquainted with these rules.

(47) No shooting passes shall be issued to troops disembarking in India until, after their arrival at their destination, these rules together with the list of prohibited localities, animals and birds, have been read to them on parade. The Officer Commanding any party of troops shall have his attention directed to this order before disembarkation.

(48) A copy of Rules 26, 27, 28 and 29 shall be hung up in every squadron, battery or company store-room.

(49) Rules 1 to 10, 12 to 15, 17 to 29, 35, 38, 41 and 43 will be printed on the reverse of the shooting pass (I.A.F. L.-1181).

(50) A copy of these rules will be issued with every shooting pass (for which purpose the rules are reprinted in pamphlet form and copies supplied to all concerned), and will be carried by the member in charge of the party, who will make it over, with the pass, to the senior non-commissioned officer of the squadron, battery or company, on return to barracks or camp.

(51) The following are the orders of Government of India to the civil and political authorities in connection with the foregoing rules :—

(i) The civil authorities will periodically explain the substance of the rules and orders in simple language to the inhabitants of all villages and tracts where British soldiers are in the habit of shooting, warning them that soldiers are on no account to be attacked or molested, and that any such offences will be severely punished. The inhabitants therefore will have no excuse for interfering unwarrantably with members of a shooting party.

(ii) The district or political officer will impress on zemindars, headmen, landlords and police that they must use their endeavours to prevent disputes with, or the molestation of, any members of a shooting party, and that complaints are to be reported to the proper authorities by the villagers, who must not take the law into their own hands.

(iii) When the district or political officer receives notice under Rules 31 and 32 of the probable visit of a shooting party, he will at once inform the headman and village police.

(iv) The district or political officer will, on the arrival of troops in a civil district or Native State, at once inform the Officer Commanding such troops of the prohibited localities, animals and birds and of any special civil rules pertaining to the district.

(v) When a complaint is made by a villager against any member of a shooting party, the district or political officer will at once report the matter to the Commanding Officer of the soldier concerned.

(vi) Disputes between members of a shooting party and villagers will, if possible, be investigated by a European Magistrate, or police officer not below the rank of Superintendent and such cases will be tried by a District or Joint Magistrate. The Officer Commanding concerned will be informed by the district officer of cases not cognizable by the police, or where prosecution is not undertaken by the civil authorities. The Officer Commanding will thereupon take such action as may be necessary.

(vii) The rules for soldiers provide for punishment of a corps or detachment, or district, in the event of the offenders not being discovered. A similar responsibility may be enforced upon villages, where affrays with British soldiers have occurred, if the villagers generally, or a considerable number of them, have made an unwarranted attack upon a shooting party, but the actual offenders have not been brought to justice. The villagers will be warned that in all such cases they are liable by law to have extra police quartered upon them at their own expense.

APPENDIX "A."

FORM OF SHOOTING PASS.

Indian Army Form L-1181. Gratis.

Office Stamp.

Corps—

Names of Party.

(In charge.)

1.
2.
3.
4.
5.
6.

Accompanied by carrying fire-arms as specified below :—

1.	(Interpreter.)
2.
3.
4.
5.
6.

have permission to be absent from quarters

from _____

to _____

For the purpose of camping at * _____

and at _____ and at _____ and

shooting within a radius of five miles of those places.

(NOTE.—This pass only covers shooting in the place or places here mentioned.)

I certify that I have this day examined the fire-arms specified.
Each is in good condition and not of a kind prohibited by Rule 7 on reverse.

Armourer Sergeant or Battery or
Departmental Officer.

Date _____

* Not more than three camps shall be specified.

APPENDIX A-IX.

**RULES FOR THE TRAINING OF THE POLICE FORCE IN BURMA IN
"First Aid" TO THE INJURED.**

In order to ensure the instruction of men of the Civil Police in "First Aid to the Injured" the following Rules are framed :—

Classes will be composed of Sub-Inspectors who have passed out from the Training School since the 1st of January 1925 and selected Writers, Head Constables and Constables of not less than three years' service. Only those who are thoroughly conversant with the language spoken by the lecturer and able to write it, shall attend these classes. Lecturers should, whenever possible, be of the same nationality as those receiving instruction. The District Superintendent of Police shall personally decide which men are to attend classes and will if possible avoid transferring any men undergoing instruction in First Aid before the completion of the course.

2. The Inspector-General of Police in consultation with the Inspector-General of Civil Hospitals, will decide, in January each year, on the districts in which classes will be held and no classes will be held without instruction from the Inspector-General of Police. The number of districts in which classes are held will be limited to fifteen in any one year. The total number attending any one class will not ordinarily exceed fifteen, but in large districts two separate classes may be held at different periods of the year. The course shall consist of not less than eighteen lectures, i.e., twelve lectures for the preliminary course including practical instruction and six lectures for the refresher course.

3. Any officer absent for more than two lectures shall not be eligible for examination. Six months after the first course of lectures the same class will undergo a "refresher" course on completion of which, they will be examined in First Aid. Lectures will be given by Assistance Surgeons or Sub-Assistant Surgeons and the honorarium for a course of lecture including the "refresher" course will be Rs. 50. As an incentive to officers below the rank of Sub-Inspector, prizes of Rs. 10 will be given to each candidate who obtains 75 per cent of the marks, while the candidate who is placed first in order of merit will be given an additional prize of Rs. 15. A St. John's Ambulance certificate will be awarded to all men who qualify in the examination.

4. Appliances and materials for practical instruction are ready to hand in the District Station Hospital, and need not therefore be specially purchased. In cases of necessity an application for funds to purchase appliances may be submitted to the Inspector-General of Police. Text books in Hindi, Urdu and Burmese in First Aid are essential and application for funds to purchase them may be submitted to the Inspector-General of Police.

5. The necessary allotments will be made to the districts concerned under "Supplies and Services—Unclassified" subordinate to "26 C (a) District Police" to meet the charges on account of fees to lecturers and the cost of books, appliances and materials, etc., required for the practical courses.

A contribution of Rs. 750 will be paid to the St. John's Ambulance Association annually from the Inspector-General of Police's Reserve under the above head as a grant-in-aid to meet examination fees paid to Civil Surgeons for conducting examinations.

6. Members of the Police Force in Burma, who have passed the St. John's Ambulance Association Examination and received a certificate signed by the President of the Local Centre, are permitted to wear the badge of the Association.

This badge will be worn on the left arm midway between shoulder and elbow.

APPENDIX A-X.

ISSUE OF LICENCES FOR SHOT-GUNS FREE OF FEE TO POLICE OFFICERS OF AND ABOVE THE RANK OF SUB-INSPECTOR OF POLICE AND BELOW THE RANK OF DISTRICT SUPERINTENDENT OF POLICE.

Miscellaneous Department letter No 453B37 (778), dated the 29th October 1937, from W. H. PAYTON, Esq., I.C.S., Secretary to the Government of Burma, Home Department, to the Inspector-General of Police, Burma.

I am directed to say that under Item (7) of Schedule VII to the Arms Rules, 1924, the Governor of Burma declares that it is in the public interest that in any district all police officers of and above the rank of Sub-Inspector of Police, and below the rank of District Superintendent of Police in whose cases the District Superintendent of Police records that this is necessary, should be allowed to possess and to go armed with shot-guns. Such declarations by the District Superintendent of Police should be made by name, and the licences should be issued to the officers free of fee.

APPENDIX A-XI.

LEVYING OF FEES FOR THE SERVICES OF POLICE OFFICERS REQUISITIONED FOR THE MAINTENANCE OF ORDER AND THE REGULATION OF TRAFFIC AT PRIVATE FUNCTIONS, THEATRES AND OTHER PLACES OF ENTERTAINMENT.

In accordance with the orders contained in the Local Government's Police Department letter No 421C28, dated the 2nd February 1929, as subsequently amended, the following scale of fees is prescribed for payment by private persons or bodies requiring the services of Police Officers for special duty to regulate traffic and keep order inside or outside private premises on the occasion of large gatherings at weddings, dances, at-homes, athletic meetings, boxing matches, football matches, race meeting, circuses, theatrical performances and generally for services which are not within the ordinary statutory duty of the Police, subject to the condition that the persons or bodies making the application for such services of the Police shall sign a requisition guaranteeing payment of prescribed fees in the form appended hereto and that the fees shall be paid in advance :—

Scale of Fees.

In the case of permanent places of entertainment, such as cinematographs, theatres, with daily performances.	Rs. 30 per mensem for each Sergeant or Sub-Inspector of Police and Rs. 10 per mensem for each Head Constable or Constable.
In the case of periodical entertainments, such as race meetings, football matches, etc.	A lump sum paid at the beginning of the period, the amount to be settled by mutual agreement.
In the case of entertainments by travelling companies, such as circuses and theatrical companies and of private functions, such as weddings, dances, etc.	A daily charge of Rs. 3 for each Sergeant or Sub-Inspector of Police and Rs. 2 for each Head Constable or Constable supplied.

NOTE 1.—For purposes of calculating the men and the fees a Police "duty day" should be taken as of eight-hours' duration and if men are required continuously for more than eight hours, but less than sixteen *two* sets of men should be charged for and if for more than sixteen hours *three* sets. Any period of less than eight hours shall count as a full period and shall be paid for accordingly.

NOTE 2.—The above orders do not apply to recognized Pagoda Festivals and *Nat pwe*s or to *Pongyibyan*s, and no fees of any kind may be levied by the Police for services rendered at such festivals or functions. This prohibition should be taken to apply not only to fees of the kind contemplated by this Circular but also to feeding charges or daily allowances or entertainment allowances to officers and men on duty and all that should be required of the Pagoda Trustees or promoters of the *Pongyibyan* is the provision of suitable housing accommodation and if such is considered necessary because of the size or duration of the festival, a temporary guard-room or Police Station for the Police deputed by the District Superintendent of Police to keep order.

A District Superintendent of Police shall obtain from the Deputy Commissioner concerned a list of such recognized pagoda festivals, etc. This list should be kept corrected up to date for reference when requests for the supply of Police are received. When the function, in respect of which a request is made for Police, is not included in the list furnished by the Deputy Commissioner, the promoters of such a function should be informed that the prescribed fee will be charged and Police should be supplied only on payment of the appropriate fees.

2. The fees realized on account of the supply of the services of Police Officers to private persons or bodies should be credited to general revenues under the head "XIX. Police. A. Police Supplied to Public Departments, Private Companies and Persons." At the end of the financial year the District Superintendent of Police should redraw 50 per cent of the receipts realized in his district on a contingent bill marked—debitable to "26J. Miscellaneous—Contribution to District Police Private Funds,"—and pay the amount to the District Police Fund.

3. In order to ensure the proper accounting for the fees, the following procedure should be followed:—

(i) A *pro-forma* account in the form attached should be maintained in which the full amount of the fees should be entered under the signature of the District Superintendent of Police or the Headquarters Assistant only.

(ii) District Superintendents of Police should not receive the fees in cash but should obtain receipted chalans from the party concerned in token of having credited the fees into the Treasury, and they should immediately on receipt of the receipted chalans make the necessary entries in the *pro-forma* account.

APPENDIX A-XII.

CRIMINAL LAW EXAMINATION.

The Rules for the Examination in Criminal Law for Police Officers (other than those officers who passed the Final Law Examination at the Provincial Police Training School, Mandalay) are reproduced below :—

Examination in Criminal Law for Police Officers.

This examination will be the same as that laid down in the Police Training School Manual for Court Prosecuting Cadet Sub-Inspectors of Police. It consists of three papers :—

- (1) A paper in Special Law without books ;
- (2) A paper in General Law with the assistance of " The Abridged Law Manual for Sub-Inspectors of Police, Burma " only ; and
- (3) A paper in Advance Law.

The syllabus for these papers is as follows :—

- (1) *Special Law*.—A paper of six questions on—

- (a) The Penal Code—Chapters 4, 5, 8, 16 and 17.
- (b) The Criminal Procedure Code.
- (c) The Police Act.

- (2) *General Law*.—A paper of six questions on the Penal Code, Evidence Act, the Excise, Opium and Arms Acts and Manuals, the Burma Village Act, and the Burma Gambling Act.

N.B.—The questions in the above two papers will be confined to such parts of the various Acts and Codes as are included in the " Abridged Law Manual for Sub-Inspectors "

- (3) *Advanced Law*.—A paper of six questions without books on the following :—

- (a) The Penal Code.
- (b) The Criminal Procedure Code.
- (c) Evidence Act.

2. The maximum number of marks obtainable in the Special Law paper is 80, and in the General Law paper is 40. Probationary Assistant Superintendents of Police and Deputy Superintendents of Police must obtain for a pass 75 per cent of the aggregate on both these papers combined. Inspectors of Police must obtain 60 per cent of the aggregate. In the advanced Law paper the full marks obtainable are 100. The minimum for a pass for an Assistant Superintendent of Police or a Deputy Superintendent of Police is 60, and for an Inspector of Police is 50.

3. All officers appearing for this examination will sit simultaneously with the examination held for Cadets in the Provincial Police Training School, Mandalay. Officers in the Tenasserim, Pegu and Delta Divisions will appear for the examination in the office of the Personal Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation, Burma Secretariat Buildings, Rangoon ; officers in the Arakan Division will sit for the examination in the office of the District Superintendent of Police, Akyab, and officers from all other Divisions will appear for the examination at the Provincial

Police Training School, Mandalay, at the same time and place as the Cadets of the Provincial Police Training School, Mandalay.

4. The officers supervising the examination in these three places will forward the Answer Books with a nominal roll for correction to the officers who set the papers and whose names will be intimated to them.

5. The results of the examination will be forwarded by these officers to the Inspector-General of Police who will publish the results in the *Burma Police Gazette* for purposes of Audit.

6. All District Superintendents of Police will inform the Inspector-General of Police when a vernacular candidate proposes to sit for this examination in order that the question papers may be translated into the vernacular.

7. Sub-Inspectors of Police, who have not passed through the Provincial Police Training School, may with the previous sanction of the Inspector-General of Police, appear for the above examination in Criminal Law. European Sergeants of Police may also appear for the examinations in Criminal Law. Burmese Elementary and Lower Standards and Hindustani Colloquial Standard.

APPENDIX A-XIII.

REGISTRATION AND RE-REGISTRATION OF MOTOR-VEHICLES IN BURMA.

General Department Circular Memorandum No. 9615-1A.-7, dated Rangoon, the 11th October, 1932.

SUBJECT.—*Motor Vehicles. Maintenance of proper record of all—*

FROM F. H. FEARNLEY-WHITTINGSTALL, Esq., C.I.E., Assistant Inspector-General of Police, Burma, to all District Superintendents of Police, etc.

The attention of all District Superintendents of Police is drawn to the fact that with the beginning of the open season motor traffic in districts tends to increase and it is at this time that the most accurate record of motor-vehicles can be made.

2. It is hereby ordered that each Police Station will be held responsible for maintaining a proper record of all the motor-vehicles owned and maintained in its jurisdiction. At places where there is a member of the Motor-Vehicles Staff he will be held responsible for the record and maintenance of the list but in places where there are only a few cars, the Police Station Officer will be held responsible for maintaining the list up-to-date and reporting new entries in the list, vehicles no longer on the road through being unserviceable, and sales of listed motor-vehicles. District Superintendents of Police should inspect and exercise an effective check in order that the lists are properly maintained. The lists should be overhauled every year in the month of November and periodically checked and amended throughout the year. Responsibility for reporting alterations in the district list to Rangoon will rest with the Officer-in-Charge of the Motor-Vehicles Department.

3. With clear records it will be a simple matter to illustrate the need for any increases in the Motor-Vehicles Staff, if and when the necessity arises, and furthermore the financial statistics should make it easier to obtain any such increases.

4. The Inspector-General of Police trusts that the above instructions will be carefully observed by all District Superintendents of Police.

Memorandum No. 218, dated Rangoon, the 14th December, 1935.

SUBJECT.—*Notes on the Registration and Re-registration of Motor-Vehicles in Burma.*

In supersession of *Police Gazette Memoranda* Nos. 165 and 9, dated the 29th October, 1932 and 19th January, 1935, respectively, the following is published for the information and guidance of District Superintendents of Police, Assistant Superintendents of Police and Deputy Superintendents of Police in independent charge of districts :—

Registration and Re-registration of Motor-Vehicles.

The registration and re-registration of motor-vehicles throughout Burma and the Shan States is carried out by the Motor-Vehicles Department of the Office of the Commissioner of Police, Rangoon.

The fees payable for motor-vehicles other than Hired Motor-Vehicles are as follows :—

For First Registration.

	Rs.
All vehicles except cycles weighing less than two tons	16
All vehicles except cycles weighing two tons or more	32
Motor-Cycles	4

These fees are subject to reduction each quarter of the year.

For Re-registration.

	Rs.
All vehicles weighing less than two tons including Motor-Cycles.	2
Vehicles weighing two tons or more	16

both subject to the condition that the application for re-registration accompanied by the prescribed fees, is made within one month after the expiry of the previous certificate of registration. This proviso is slightly different in wording from Rule 14, Burma Motor-Vehicles Rules, but is put in the above form in accordance with a ruling passed by Government that the first month of the year means the first month of the year following the last registration.

These modified fees therefore cannot under any circumstances be accepted for the re-registration of a motor-vehicle which was not registered or re-registered during the previous year. Neither can they be accepted on or after the 1st of February in any year.

Applications for the re-registration of vehicles not registered in the previous year received during December (for the next year) or January must be accompanied by the major fee, which is the same as for first registration, as must all applications received after the 31st January.

Where the fees are deposited in the Treasury on the 31st January it is possible that the owner is unable to hand in the chalan receipt on the same day to the District Superintendent of Police's Office and certain allowances may have to be made for such cases, but it is presumed that the time required for these allowances for delays should never exceed four days.

It is therefore safe to say that in no case where the application is received after the 4th February should the concession fee of Rs. 2 or Rs. 16, as the case may be, be accepted, and then only if the fee has been paid into the Treasury on or before the 31st January. A good method of ascertaining whether a vehicle was re-registered during the previous year or not is to insist on the production of the book registration certificate or disc. If this is not available, the major fee should be charged and the Rangoon Office left to authorize a refund if it is found that the vehicle was re-registered during the previous year. If the book registration certificate is not produced, Re 1 duplication fee must be charged in all cases. In this way a large amount of correspondence can be eliminated.

The transfer of Ownership, as it is called, is done under R le 12, and merely consists of a report in writing from the registered owner to the effect that he has sold his vehicle to Mr. so and so of such and such an address.

This sale immediately cancels the registration of the vehicles, *vide* Rule 6 (2) Part A of the Rules, and it is therefore necessary that the new owner should re-register it. This re-registration costs Re. 1 and should be sent by chalan to the Commissioner of Police, Rangoon, with the current registration certificate, if available (Schedule C).

If this certificate is not available, a further fee of Re. 1 should be collected to pay the cost of duplication and forwarded by chalan with the application for re-registration on transfer of ownership.

A large number of districts collect this re-registration fee when persons apply for ordinary re-registration. This is wrong, as the cost of transferring ownership is included in the ordinary re-registration fee.

Lateness in applying for re-registration would appear to be to a large extent due to the failure of the District Police to enforce Rule 14A relating to the carrying of a registration disc on the vehicle. This assumption is borne out by the large number of registration discs received in the Office of the Commissioner of Police, Rangoon, in almost the same condition as when they were issued. If Police Station Officers would only enforce this rule, owners would re-register early to avoid prosecution. To prevent harassment of owners, District Superintendents of Police could issue temporary receipts giving the number and date of the chalan, which could be recognized by Police Station Officers as registration certificates for a period of, say, fifteen days, pending the receipt of the new certificate from Rangoon.

Burma Hired Motor-Vehicles Rules, 1935.

Hired Motor-Vehicles Registration differs considerably from the registration of private motor-vehicles.

The fees are calculated on the actual carrying capacity of the vehicle as laid down by the authority responsible for the registration of the vehicle and not on the maker's specification, *vide* Rule 19, Section 1.

These vehicles are registered half-yearly and certificates may only be issued for a half-year, that is, any vehicle registered between January and June will only be registered up to the 30th June and one registered after June will only be registered up to the 31st December. With this change in the rules it has been left to the District Superintendent of Police of the District to decide in each individual

case whether the enhanced fee shall be charged when the vehicle is not produced for registration within one month of the expiry of its last registration. In Rangoon it has been found that the only cases in which the owner of the vehicle can be granted exemption from this rule is when the person applying for registration has bought the vehicle during July or January and in cases where spare parts were not available to complete the necessary repairs. Each individual case must be dealt with on its merits and a copy of the order granting exemption should be sent to the Office of the Commissioner of Police, Rangoon, with the chalan in order to satisfy the Auditors that the correct fee has been collected.

In the Audit notes on the accounts of the Motor Vehicles Department, Rangoon, the Auditors have remarked on the fact that a large number of districts registered five-seater cars to carry five passengers. A Chevrolet, Ford or Overland car is built by the manufacturers to carry five ordinary persons including the driver, and as we do not count the driver when granting the registration for five passengers we are obviously overloading the vehicles by one person. It therefore follows that in no case where the original certificate granted by the Office of the Commissioner of Police, Rangoon, shows the carrying capacity to be five persons should the vehicle be registered to carry more than four passengers and the driver. In all cars which are built to carry seven persons including the driver specially arranged collapsible seats are fitted between the driver's seat and the rear seat. Of these there are very few in Burma and it will be found that the commonest class of vehicle used as a taxi is what would be termed a five-seater under Part A of the Burma Motor Vehicle Rules and a four-seater under Part C.

Despite orders issued on the subject of the conversion of cars into buses quite a large number of this class of vehicles are registered annually by various districts. The rules lay down that the District Magistrate who has delegated his powers to the District Superintendent of Police, may require the owner of a vehicle to produce a certificate from a trained motor mechanic that the vehicle is suitably constructed for the purpose for which it is to be used.

The manufacturers of Motor-Vehicles who have studied the problem of the carriage of passengers now make vehicles for all classes of work:—

(i) The car which is built for the carriage of five or (when so designed) seven persons.

This vehicle cannot be strong enough to carry eight or ten passengers, a driver, and the heavier body required to seat these passengers, therefore we get;

(ii) The light Delivery Van type chassis, which has a heavier back axle and stronger springs, is built to carry from half a ton to three-quarters of a ton and is therefore the correct type of chassis for use as a 8 or 10 or 12 passenger bus.

In addition to this type we have the one ton chassis capable of carrying from 16 to 20 passengers according to the size of the body $1\frac{1}{2}$ and $1\frac{3}{4}$ ton chassis which is no bigger than the 1 ton and a very few heavier types.

The seating accommodation in a bus built on the right type of chassis is worked out by measuring the seats and allowing each passenger 14 inches of space.

It is hoped that the foregoing will help towards the desired uniformity in classing vehicles and charging fees.

Reverting to the fee chargeable for registration of a Hired Motor-Vehicle the amended rule makes the fee the same right through the half-year except in the case of vehicles registered for the first time as Hired-Motor Vehicle during the second half of each half-year. It therefore follows that except in the case of brand new vehicles or old lorries converted into buses and previously registered as private, all Hired-Motor Vehicles will have to pay the rate applicable for the whole of the half-year no matter what date they are registered and if the application accompanied by the fees is made more than one month after the expiry of the last certificate an extra fifty per centum, unless the District Superintendent of Police considers there is reasonable cause for the delay, must be levied.

In no case should a chalan for registration be issued until the vehicle has been passed as fit for service as a Hired-Motor Vehicle.

Conversion of Private Vehicles to Hired-Motor Vehicles.

The rules in this respect remain the same and rebates should be carefully worked out and allowed according to the following scales :—

Taxi seating four passengers.

	Rs	A.
1. Registered in January as private car when it paid	2	0
Converted to Taxi in February or March	12	0
Rebate allowable	2	0
Fee to be paid	10	0
2. The same car registered on payment of	16	0
Fee chargeable on conversion in February or March	12	0
Amount paid in excess	4	0
This excess should not be refunded but should be adjusted in the next half-year by reducing the fee payable by	4	0
3. Car registered in January as private paying	2	0
Fee payable for conversion in April, May or June	6	0
Less rebate three-fourths fee paid	1	8
Fee to be paid	4	8
4. Car registered as private paying	16	0
Fee payable for conversion in April, May or June	6	0
Less three-fourths of the fee paid	12	0
Leaving	6	0
To be adjusted at second half-year's re-registration.		
5. Car registered in January paying	2	0
Fee for registration as Hired Motor-Vehicle in July, August and September	12	0
Less half the fee paid	1	0
To be paid	11	0
6. Car registered on payment of	16	0
Fee for registration as a Hired Motor-Vehicle in July, August and September	12	0
Less half the fee paid	8	0
To be paid	4	0

7. Car registered on payment of	Rs. A.
Fee for registration as Hired Motor-Vehicle in October,	2 0
November and December	6 0
Less one-fourth of fee paid	0 8
To be paid	5 8
8. Car registered on payment of	16 0
Fee for registration as Hired Motor-Vehicle in October,	6 0
November and December	4 0
Less one-fourth of fee paid	2 0

This scale of rebate applies equally to larger vehicles such as buses and lorries not previously registered as Hired Motor-Vehicles.

In all cases of re-registration, transfer of ownership, change of address of registered owner, etc., the registration book certificate must be produced failing which Re. 1 duplication fee must be charged. The transfer fee for Hired Motor-Vehicles is Rs 2 and not Re. 1 as in the case of private motor-vehicles.

Forwarding Applications and Chalans to Rangoon.

All District Superintendents of Police, Assistant and Deputy Superintendents of Police in Independent Charge and the Assistant Superintendents of Police, Northern and Southern Shan States, are required to submit to the Motor-Vehicles Department of the Office of the Commissioner of Police, Rangoon, periodical returns relating to (1) the registration of Private Motor-Vehicles, (2) the registration of Hired Motor Vehicles and (3) the issue of driving licences and conductors' and learners' permits.

The following Districts will submit weekly returns, viz. Amherst, Bassein, Hanthawaddy, Henzada, Insein, Magwe, Mandalay, Pegu, Prome, Northern and Southern Shan States, Tavoy, Tharrawaddy, Thaton and Toungoo. Other Districts will submit monthly returns only. If no applications are received during any week or month, as the case may be, the fact should be intimated to the Office of the Commissioner of Police, Rangoon, by postcard.

Weekly returns should be despatched on or before the Tuesday following the week to which the returns relate. Monthly returns should be despatched on or before the 5th of the month following the month to which the returns relate.

In order to avoid delay the necessary particulars should be entered in the returns as soon as the applications and chalans are presented in office by applicants.

Covers containing these returns should be addressed as follows :—

The Commissioner of Police, Rangoon, Motor-Vehicles Department, Post Box 341, Rangoon.

The returns are three in number and sample forms are herewith attached.

The headings of these forms are for the most part self-explanatory, but the following instructions for their submission are issued for the guidance of District Officers :—

(1) In all three returns the blank spaces in the memorandum at the top of the forms must be filled in.

(2) *Form I.*—In this form should be entered particulars regarding the registration or re-registration and the transfer or duplication of registration certificates of private motor-vehicles—(vide Rules 13 and 14, Burma Motor-Vehicles Rules, 1915)—

Column 1.—The Serial number relates to the number of applications in each return. Each return should therefore commence with the figure 1.

Column 3.—The greatest care should be exercised in entering up this column. When the application is for the first registration of a new vehicle, the column should be left blank.

Column 8.—Enter the chalan number and date as follows :—

36

11-1-35

Column 12.—Enter such remarks as "Owner leaving for Rangoon. Detain certificate pending his arrival," "Send Certificate to District Superintendent of Police," "Duplicate Certificate only," "Duplicate Disc only," "Transfer only."

(3) *Form II.*—In this form should be entered particulars regarding the registration, transfer and duplication of registration certificates of Hired Motor-Vehicles (vide Rules 5 and 6, Burma Hired Motor-Vehicles Rules, 1935).

Column 1.—As for Form I.

Column 3.—As for Form I.

Column 8.—As for Form I.

Column 12.—Enter such remarks as "exempted from penalty. See Chalan"; "Duplicate disc issued"; "Duplicate registration book required"; "transfer only"; etc.

(4) *Form III.*—In this form should be entered particulars regarding driving licences, conductors' and learners' permits issued, renewed or duplicated [Vide Rules 30, 32, 33 and 38 (1), Burma Motor-Vehicles Rules, 1915, and Section 1, Rule 12 and Section 3; Rule 6, Burma Hired Motor Vehicles Rules, 1935.]

Column 1.—As for Form I.

Column 2.—Enter the number of the driving licence, or conductor's or learner's permit, issued in the District for the first time. Also enter the letter "O", "P", "H", "C", or "L", according as the applicant is an owner driver, professional driver, Hired Motor-Vehicles driver, conductor or learner e.g., H.25—34.

Column 3.—Enter the number and year of all driving licences and conductors' permits renewed and the letter "O", "P", "H", "C", or "L", as the case may be. Driving licences and conductors' permits should not be allotted new numbers on renewal, if the renewal is by the office originally granting licences or permits.

Column 4.—Here enter the date on which the former licence or permit expired, not the date on which it will expire. This is necessary for the purpose of checking whether the amount shown in column 7 is correct.

Column 8.—Enter reasons for short recoveries, e.g., "exempted by District Superintendent of Police", or any other information such as "Rangoon driving licence renewed here," etc.

NOTE.—A driving licence or a conductor's permit should be renewed at the office of application and should not be sent for renewal to the office of issue or previous renewal. That office should, however, be informed that the licence or permit has been renewed.

Demand Notices.

In April, the Rangoon office commences the check of vehicles unregistered for the current year and sends out demand notices.

These notices are sent through the District Superintendent of Police, to the address of the last known owners of the vehicles.

It must be realized that a motor-vehicle is movable property and changes hands and moves from one place to another. Quite a number of cases have come to notice this year in which a district has reported a vehicle or an owner as untraced and a few weeks afterwards has sent in an application for the re-registration of the same vehicle in the name of a new owner residing in the same district but in a different town or village. In other cases it has been noticed that a vehicle reported untraced one year is re-registered by the original owner during the next year.

The name and address of the owner given in the Demand Notice sent out by the Rangoon office is the starting point from which enquiries with reference to the vehicle should be made. If this person has disposed of the vehicle, the officer making the enquiries should ascertain the name and address of the new owner and should prosecute the former owner under Rule 12, Burma Motor-Vehicles Rules, 1915, for failing to report disposal.

If the new owner resides in the same district, enquiries should be continued until the vehicle is traced and then a report should be sent to the Rangoon office (with the fee for re-registration) if the vehicle is in use.

When the original owner has left the district enquiries should be made as to whether he has taken the vehicle with him or not. If he has taken the vehicle with him, the Demand Notice should be returned to the Rangoon office with the new address of the owner and the Rangoon office will then send out a new Demand Notice through the District Superintendent of Police of the district concerned.

Scrapped Vehicles.

Under Rule 12, Burma Motor-Vehicles Rules, an owner is responsible for informing the Commissioner of Police, Rangoon, through the District Superintendent of Police of his district when his vehicle is no longer capable of being used. Very few owners realize their responsibility in this respect. It is therefore incumbent on the Police to insist on this Rule being strictly observed, if the registers of the Motor-Vehicles Department, Rangoon, are to be a true index of the number of vehicles in the Province.

Classification of Buses and Lorries.

A number of districts still classify buses as lorries. If a vehicle is fitted with seats for passengers and is registered to carry passengers and goods it is a bus, not a lorry. A lorry is a vehicle for carrying goods pure and simple.

Motor-Vehicles Form I.

The following applications have been received in this office during the $\frac{\text{week}}{\text{month}}$ in connection with the registration of undernoted *Private*

APPENDIX A-XV.

Report of the Recovery of Illicitly Possessed or Lost Revolvers and Pistols.

(1) Serial No.	(2) Name of legitimate owner, if known.	(3) Revolver or Pistol and Manufacturer's number.	(4) Description to include maker's name, bore, number of chambers and distinguishing marks.	(5) Date of recovery.	(6) Name of person from whom recovered and place at which recovered.	(7) Remarks to include, if available, information of whence the illicit possessor obtained the weapon.

APPENDIX A-XVI.

Report of the Losses or Thefts of Revolvers and Pistols.

Serial No.	Name of Owner.	Revolver or Pistol and Manufacturer's number.	Description to include maker's name, bore, number of chambers and distinguishing marks.	Lost or Stolen.		Brief particulars of loss or theft.
				When.	Where.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

APPENDIX A-XVII.

The following table shows the channel of correspondence :—

Serial No.	Department.	Subject.	Channel of submission.	To	By whom to be dealt with.
(1)	(2)	(3)	(4)	(5)	(6)
1	Adminis- trative.	Travelling Allowance bills of Gazetted Officers, Railway Police.	Direct ...	D.I.G. for Rlys. and C.I. Do. ...	D.I.G. for Rlys. and C.I. Do.
2	Do.	Travelling Allowance bills of omcers, Criminal Investigation Department.	Do. ...		
3	Do	Sanctioning payment of rewards to Civil Police by private individuals or companies.	D.M. ...	D.I.G. ...	D.I.G. or I.G.P.
4	Do.	Sanctioning payment of departmental rewards to Police Officers and men for amounts exceeding Rs. 50.	Direct ...	Do. ...	Do.
5	Do.	Additional Police ...	D.C., Commr., and D.I.G., Range.	I.G.P. ...	Government.
6	Do.	Pensions and gratuities ...	Direct ...	Do. ...	I.G.P.
7	Do.	Reappropriation of Funds ...	Do. ...	Do. ...	Do.
8	Do.	Transfer of funds from one budget allotment to another.	Do. ...	Do. ...	Do.
9	Do.	Correspondence regarding permanent advances.	D.I.G. ...	Do. ...	Do.
10	Do.	Temporary advances from the General Provident Fund to non gazetted officers in receipt of Rs. 150 per mensem or over.	Direct ...	D.I.G. ...	D.I.G.
11	Do.	Application for house building, purchasing and repairing advances and for motor conveyances and boats.	D.I.G. ...	I.G.P. ...	I.G.P.
12	Do.	Re-organization of Police Force.	D.C., Commr., and D.I.G., Range.	Do. ...	Government.
13	Do.	Conversion of status of Police Posts.	Do.	Do. ...	I.G.P.
14	Do.	Changes in jurisdiction of Police Posts.	Do.	Do. ...	Do
15	Do.	Petitions of appeal from Sub-Inspectors and below.	Direct ...	D.I.G. ...	D.I.G.

APPENDIX A-XVII—contd.

Serial No.	Department	Subject.	Channel of submission.	To	By whom to be dealt with.
(1)	(2)	(3)	(4)	(5)	(6)
16	Administrative	Cases of misconduct of Inspectors.	D.C., Commr., and D.I.G., Range.	D.I.G. ...	A.I.G.P.
17	Do.	Cases of misconduct of gazetted Police Officers.	Do.	A.I.G.P. ...	I.G.P. and Government.
18	Do.	Reports of cases in which officers above the rank of Sub-Inspectors are fined by Criminal Courts.	D.C. and Commr.	I.G.P. ...	I.G.P.
19	Do.	Armament and disarmament of Police Posts.	D.C., Commr., and D.I.G., Range.	Do. ...	I.G.P. and Government.
20	Do	Recommendation by District Superintendent of Police for transfers of gazetted Police Officers within the district.	D.C. and Commr., to be previously consulted by District Superintendent of Police.	A.I.G.P. ...	I.G.P.
21	Do.	Postings and transfers of Inspectors of Police and Sub-Inspectors of Police from one district to another in the same Range.	Direct ...	D.I.G., Range.	D.I.G., Range.
22	Do.	Postings and transfers of Inspectors of Police from one Range to another.	Do. ...	A.I.G.P. ...	I.G.P.
23	Do.	Postings and transfers of Sub-Inspectors of Police from one Range to another.	Do. ...	D.I.G., Range.	D.I.G., Range, by mutual arrangement with D.I.G. of another Range, or by I.G.P.
24	Do.	Transfers of gazetted Police Officers to another district.	D.I.G. to be consulted by District Superintendent of Police.	Made by I.G.P. after consulting Commr. in the cases of D.S.Ps.	I.G.P. and Government in the case of D.S.Ps.

APPENDIX A-XVII—contd.

Serial No.	Department.	Subject.	Channel of submission	To	By whom to be dealt with.
(1)	(2)	(3)	(4)	(5)	(6)
25	Administrative.	Re-enlistment of Sub-Inspectors and Inspectors.	D.I.G. ...	I.G.P.	I.G.P.
26	Do.	Purchase of boats	Direct ...	Do.	Do.
27	Do.	Approval of Committee Proceedings on unserviceable Police boats.	Do. ...	D.I.G. ...	D.I.G.
28	Do.	Purchase of furniture costing over Rs. 25 in any one case.	Do. ...	I.G.P.	I.G.P.
29	Do.	Applications for payment of house rents for Police Officers.	Do. ...	District Housing Committee.	District Housing Committee.
30	Do.	Report of defalcations or embezzlement or loss of public money.	D.I.G. ...	I.G.P. ...	I.G.P.
31	Do.	Ill-treatment or torture of prisoners or witnesses by the Police—first and further reports.	Do. ...	Do. ...	Do.
32	Do.	Applications for casual leave from District Superintendents.	With the concurrence of the D.C. and Commr.	D.I.G. ...	D.I.G.
33	Do.	Handing over Note of District Superintendent of Police quitting a district on leave or transfer.	D.I.G. ...	A.I.G.P. ...	Do.
34	Do.	Applications for admission to the Civil Division of the I.O.M.	D.C., Commr., and D.I.G., Range.	I.G.P. ...	Government.
35	Do.	Reports on fitness for confirmation of Probationary Sub-Inspectors of Police.	Direct ...	D.I.G. ...	D.I.G.
36	Do.	Reports on fitness for confirmation of Officiating Sub-Inspectors of Police.	Do. ...	Do. ...	Do.
37	Do.	Re-entertainment of Police Officers who have suffered imprisonment for non-bailable offences against property or for offences as a public servant.	D.I.G. Range.	I.G.P. ...	I.G.P.

APPENDIX A-XVII—concl'd.

Serial No.	Department.	Subject.	Channel of submission.	To	By whom to be dealt with.
(1)	(2)	(3)	(4)	(5)	(6)
38	Administrative.	Descriptive rolls of men dismissed or removed or struck off from Police Force.	Direct ...	I.G.P. ...	I.G.P.
39	Crime ...	Reports of all escapes of Prisoners from custody of Police.	D.I.G. of Range.	(1) I.G.P. (2) Copy to Commr., through D.C. (3) Copy to Battalion Commandant in case of escapes from Military Police.	Do.
40	Do. ...	Reports in all cases of important crimes from District Superintendents of Police.	One copy to D.I.G. of Range and to D.I.G. for Riys. and C.I. and one copy to D.I.G. who will forward to Commr., if he considers it sufficiently important.	The Criminal Investigation Department submits a daily return to I.G.P. and report in important cases.	Do.
41	Do. ...	Further reports in certain cases of important crimes from District Superintendents of Police.	Do.	Do.	Do.
42	Do. ...	Reports of extraordinary and serious crimes, important actions with dacoits, or report of serious crimes in which Europeans are concerned.	Do. (See also paragraph 350.)	Telegraphic report to I.G.P., D.I.G. Range, and D.I.G. for Riys. and C.I.	I.G.P. and Government.

APPENDIX A-XVIII.

MAIN FILES AND CORRESPONDENCE HEADS.

Administrative.

File Symbol.	Class.
1A. Accounts (Budgets, Reappropriations, Contingencies, Advances, Allowances, Defalcations, Taxes)	B
2A. Administration (Office Procedure, Diaries, Annual Reports, Inspection Notes)	B
3A. Arms, Explosives, Armament of Force, Ammunition, Accoutrements	B
1E. Education (Training Schools)	B
2E. Establishments	A
J. Jails and Lock-ups	B
1L. Legislation (Opinions on Bills and Draft Rules)	A
2L. Library	B
3L. Police Lands (Acquisition, Maps, Boundaries)	A
1M. Marine (Steam Launches and Motor Boats)	B
2M. Medical (Sanitation, Vaccination, Hospitals, Vital Statistics)	B
3M. Military Police (Guards, Escorts, Patrols)	B
4M. Miscellaneous (Newspapers, Presses, Telephones, Fires, etc., etc.)	B
5M. Municipal (Municipal, Town, Village, Motor Vehicles, Hackney Carriages, Rickshaws, Fines, Festivals, Pools)	B
10. Officers (Appointments, Powers, Examinations, Service-Books, Titles, Rewards, Memorials, Leave, Transfers, Pensions, Misconduct and all other Personal Questions)	A
20. Officers (Complaints, Misconduct, Departmental Enquiries and all other personal cases, i.e., Pensions, etc.)	A
1P. Public Works Buildings	B
2P. Petty Constructions and Repairs	B
3P. Police Act and Manuals	A
1S. Stock (Stores, Stationery, Forms, Clothing)	B
1T. Territorial (Changes in Jurisdiction)	A

Crime.

I. Absconders; Deserters; Untraced Criminals	B
II. Convicts and Prisoners (Convicted and Undertrials); Escapes	B
III. Crime (Reporting and Recording)	B
IV. Crime (Investigation and Detection)	B
V. Courts and Court Prosecuting Work	B
VI. Criminals	B
VII. Criminal Investigation Department	B
VIII. Surveillance	B
IX. Miscellaneous	B
X. Railways and Railway Police, Railway Cases and Railway Jurisdiction	B
XI. Special and Local Laws	B
XII. Suspects—Ordinary and Political	B

List of Main Files.

No.	Subject.	Remarks.
<i>1A.—Accounts.</i>		
1	Advances.—Permanent Advances ; Advance Register No. 16 ; Upkeep of Advance Register.	
2	Advances.—House Building and Purchasing Advances ; House Repairing Advances ; Conveyance Purchasing Advances ; Typewriter Purchasing Advances.	
3	Advances.—Pay and Travelling Allowance Advances on transfer ; Travelling Allowance Advances on duty ; and for attending various Training and Study, Course, etc. ; Special Travelling Allowance Advances to the Flying Squad.	
4	Allowances.—Conveyance Allowance ; Horse Allowance ; Compensatory Local Allowance ; Uniform Allowance ; Deputation and Charge Allowances ; Language Allowance ; Exchange Compensation Allowance ; House Rent Allowances ; Local and Personal Allowances ; and other Allowances—(Miscellaneous).	
5	Allowances.—Compensation for dearness of Food, Water and other articles ; Purchase of food for outlying guards.	
6	Attachments.—Court Attachments ; Sale proceeds of Court Attached property ; Upkeep of Register No. 17—Court Attachment Register.	
7	Audit.—Report and Audit of Accounts ; Audit Notes and Half Margins.	
8	Bank.—Reserve Bank of India ; Transaction with, etc.	
9	Bills.—Preparation of Police Station Bills ; Bill Register No. 14 ; Upkeep of Bill Register.	
10	Budget.—Re appropriation ; Further Allotments ; Control of Progress of expenditure ; Excess of Budget Grants.	
11	Cash-Book.—Register No. 11 ; Custody of Money ; Cash Transactions ; Cash Order ; R.T.Rs. ; Money Orders etc. ; Direct Payment System.	
12	Compensation for loss of property	
13	Contingent Expenditure.—Miscellaneous—Unclassified ; Advertising Charges ; Conservancy Charges ; Gymnastic Requisites, etc. ; Duffry's Charges.	
14	Co-operative Society Rules.—Police Co-operative Societies	
15	Clothing ; Arms and Accoutrements ; Target Charges	
16	Clothing and Liveries.—Peons' Clothing	
17	Deduction Register.—No. 9 ; Upkeep of Deduction Register ; Miscellaneous Deductions.	
18	Delegation of Powers ; Place of Payment ; Specimen Signatures.	
19	Embezzlements ; Defalcations ; Misappropriations ; Precautions to be taken against frauds.	
20	Escorting Charges.—Treasure and Prisoners	
21	Escorting Charges.—Village Escorts	
22	Fees.—Levying fees for the services of Police supplied for maintenance of order at <i>Pwès</i> , etc. ; Upkeep of Register No. 19. Register of <i>pro forma</i> Accounts.	
23	Fees.—Finger Print Expert's Fees and other fees	
24	House-Rents	
25	Income-Tax	
26	Insurance.—Life Insurance ; Postal Insurance Fund Rules, etc.	
27	Investigation Charges ; Witness fees ; Secret Service Money	
28	Lighting and Power ; Lighting arrangements ; Lighting Charges.	
29	Newspapers and Periodicals	

No.	Subject.	Remarks
<i>1A.—Accounts—concl.</i>		
30	Pass Book ; Register No. 15 ; Upkeep of Pass Book (Check-Register of Bills presented at the Treasury for encashment).	
31	Passage.—Over-sea Passage Rules and Rules regarding Passage Advances.	
32	Passages.—Orders regarding Passages (by sea-going vessels) engaged by Government Servants, etc., travelling on duty.	
33	Passages.—Free Passages to Indian Head Constables and Constables to their homes in India.	
34	Pay ; Salary ; Allowances ; Leave Allowances—Gazetted Officers, and officers of the Indian Services.	
35	Pay, Salary and Allowances ; Leave Allowances of non-Gazetted Officers, <i>i.e.</i> , Inspector downwards.	
36	Pay of Menials ...	
37	Pay Register.—Distribution of Force ; Register No 7 ; Upkeep of Register No. 7 ; Pay Bills and Acquittance Rolls ; Salary Cash Account.	
38	Postage and Telegrams—Mails and parcels ...	
39	Police Private Fund Rules, and orders thereon ...	
40	Provident Fund—General Provident Fund—Rules and orders thereon.	
41	Receipts and Expenditure—Monthly Statement ...	
42	Rewards.—Departmental and other Rewards—(Examination : Language ; Service ; Monetary and Political) ; Rewards under the provision of various laws ; Honoraria.	
43	Taxes. Municipal and other Taxes ...	
44	Transport and Tour Charges ; Conveyance of Exhibits and Dead bodies.	
45	Travelling Allowance.—Rules, etc. ...	
46	Travelling Allowance Register No. 18 ; Upkeep of Travelling Allowance Register ; Preparation of Travelling Allowance Bills.	
47	Treasury matters ; Preparation of Treasury Bills ; Sub-vouchers ; Work Bills ; Overpayments and Recoveries ; Refunds and Drawbacks.	
<i>2A.—Administration.</i>		
1	Annual Police Administration Reports and Statements ...	
2	Charge Reports ; Handing Over notes ...	
3	Circular Orders ; Register No. 31 ; Circular Order File ...	
4	Civil List ; Gradation and Distribution List ; History of Services	
5	Conduct and Disposal of Official Correspondence ; Official Addresses ; Official usages.	
6	Conference.—Minutes of Annual Police Conferences ..	
7	Co-operation.—Conferences and Meetings ...	
8	Diaries ; General Diaries ...	
9	Duties of the District Superintendent of Police and Headquarters Assistant.	
10	Duties of the Subdivisional Police Officers, Circle Inspectors and their office procedure.	
11	Gazettes.— <i>Burma Gazette</i> and <i>Burma Police Gazette</i> ; Notices and Advertisements.	
12	Inspections and Touring ; Inspection Notes ; Inspection Returns	
13	Main Files ; Standing Orders ; Circulars ; Circular Letters, Notification, Resolution, etc.	
14	Note Books (Police) and their upkeep ...	
15	Office Procedure.—Distribution of Work ; Office Routine ; Supervision and Control in District Police Offices.	

No.	Subject.	Remarks.
<i>2A.—Administration—concl'd</i>		
16	Office Procedure.—Police Station Office and duties of the Police Station Officer.	
17	Records.—Preservation and destruction ; Record Room—Register No. 40 ; Record Racks, their Plans and Diagrams.	
18	Relation between the Police and the Public, Magistrates, Judges and other Judicial and Executive Officers and other Departments.	
19	Reports and Returns.—Periodical ; District Superintendent of Police's monthly reports.	
20	Reports ; Special Reports on matter of Political and Administrative importance.	
21	Secret and Confidential Documents.—Privileged Documents and Unpublished Official Records and Documents.	
22	Telegrams ; Telegraph and Postal Addresses ; Telegraph Code ; Indian Word Code.	
<i>3A.—Arms.</i>		
1	Arms Rules	
2	Arms and ammunition Indents.—Issues and Returns ; Armament Statement and Register of Arms on charge.	
3	Arms and ammunition in connection with Crime ; Loss of arms—Searches and Seizures. Upkeep of Arms Record of the District.	
4	Deposited Firearms ; Ammunition and Military Stores—their disposal and destruction ; Upkeep of Registers Nos. 42 and 43 ; Register of Deposited Firearms lent out.	
5	Equipment of Police Officers—Imperial and Provincial—of all ranks ; Firearms and Licences issued to Police Officers.	
6	Explosive Rules	
7	Firearms ; Cannon ; Ammunition ; Ordnance ; Weapons	
8	Firearms Licences—Issue—Cancellation ; Checking ; etc. ; Ammunition Licences.	
9	Firearms—Register No. 44—Stock Book of Government Firearms.	
10	Inspection of Arms, Armourer's tools, Civil Chief Master Armourer ; Armourer.	
11	Magazines.—Safe Custody and proper upkeep of Explosives and other combustibles and also of Government Firearms and Ammunition—Prevention against theft and sudden attack.	
<i>1E.—Education.</i>		
1	Detective Training School and Detective Training	
2	Drill Parades ; Drill Instructor ; Drill Examination	
3	Examinations.—Departmental and Promotion ; Certificates	
4	Musketry and Revolver Practice ; Targets	
5	Special Training Courses ; F.P. Course ; Short-hand Course	
6	Training Depot.—District Training Depot ; Training of Recruits ; Recurrent Training.	
7	Training School.—Burma Provincial Police Training School ; Training of officiating Sub-Inspectors of Police ; Post-School Training of Probationers and their confirmation.	
<i>2E.—Establishment.</i>		
1	Establishment.—Detailed Statement of Permanent Establishments.—Monthly Return of Force.	
2	Establishment—Permanent—Sanctioned Strength of the District Police Force ; (Flying Squad in Range Offices).	

No.	Subject.	Remarks.
	<i>2E.—Establishment—concl'd.</i>	
3	Establishment—Permanent—Sanctioned Scale of the Clerical and Menial Staffs—(Office Establishment).	
4	Re-organization and Re-distribution—Police Force and Clerical Staff—Sanctioned Strength of Indians; Additional Police; Special Police; Punitive Police.	
	<i>9bi</i>	
	<i>J.—Jails and Lock-ups.</i>	
1	Jails and Sub-Jails—Discipline; Visits by Police Officers ...	
2	Lock-ups.—Discipline; Medical charge and arrangements; Duties of Medical Officer-in-charge; Overcrowding.	
3	Lock-ups.—Dieting Arrangements and Dieting Charges ...	
4	Prisoners.—Tickets of leave and employment of Convict Labour	
	<i>1L.—Legislation.</i>	
1	Legislation; Bills and Draft Bills; Rules and Draft Rules ...	
2	Legislation.—Elections for Legislative Council and Legislative Assembly.	
	<i>2L. Library.</i>	
1	Library—Register No. 29.—The Register of Books Received; Catalogue of Books; Issue of Books, etc.	
2	Law Books; Manuals; Codes; Maps, etc.; Government and other Publications; Indents and Purchases.	
	<i>3L.—Police Lands.</i>	
1	Acquisition of Lands; Transfer and Disposal of State Lands ...	
2	Records and Maps of Police Lands and their verification and demarcation; Encroachment.	
	<i>1M.—Marine.</i>	
1	Construction—Estimates—Sanction, etc.; for Construction of Launches, etc.; Allotment of Government Launches and Motor Boats.	
2	Crews.—Employment of Police Crews on Motor Boats; their training; Allowances and other Personal questions.	
3	Hire of and Charges for Launches; Rules for the Conveyances of Stores and Passengers by Government vessels; Passage by Government Steamers and Launches; Government Commissariat.	
4	Launches.—Burma Government Launch Rules and Orders thereunder; Upkeep of Government Launches.	
5	Log Books, Stores and Fuel Accounts; Log Returns; Fuelings; Fuel Depôts and Stations.	
6	Navigation Rules.—Inland Steam Vessels Act and Rules, and Orders thereunder.	
	<i>2M.—Medical.</i>	
1	Asylums; Hospitals and other Medical Institutions or Institutes; Medical Appliances; Chemicals and Drugs.	
2	Chemical Analysis; Alchemy and Bacteriology ...	

No.	Subject.	Remarks.
<i>2M.—Medical—concl'd.</i>		
3	First Aid—Ambulance—Wounded and Injured... ..	
4	Incapables ; Incurables ; Insanes ; Lunatics (Civil) ...	
5	Medical Aid ; Medicine Chest ; Purchase of Medicine ; Sanitary Arrangements ; Health of Force.	
6	Pasteur Institute and Rules regarding Anti-rabic Treatment ...	
7	Sanitation ; Vaccination ; Other Precautionary Measures ...	
8	Cattle Diseases and Veterinary matters	
<i>3M.—Military Police.</i>		
1	Alarms—Fire Alarms, etc.	
2	Duties and Status of District Superintendent of Police and other Police Officers with regards to Military Police Works and Military Police Officers.	
3	Expeditions ; Operations ; Affrays ; Riots and Engagements ; Use of Firearms.	
4	Guards ; Escorts ; Sentries ; Military and Civil Police over Lock-ups ; Prison Vans and Prisoners (Use of fetters and handcuffs).	
5	Guards ; Escorts ; Sentries—Military and Civil Police—over Treasury and Treasure ; Quarter Guards. (Upkeep of Safes, etc., in Military Police or Civil Police Guards.)	
6	Jail Alarms and Out-looks in Jails	
7	Military Police Patrols and other Special Military Police and Civil Police Patrols.	
8	Orders and instructions on the Distribution and execution of work in a District Police Office in connection with the Military Police.	
9	Supply and employment of Military and Civil Police as Guards, Escorts, etc., to Private firms and other Government Departments.	
10	Troops ; Regiments and Soldiers ; Calling up Troops to aid Civil Authorities ; Arrangements to be made for troops while camping or on March through the district.	
<i>4M.—Miscellaneous.</i>		
1	Agriculture ; Arboriculture ; Horticulture (Fields or Cultivated Areas or plots of land ; Parks or Gardens ; Forests ; Forest Reserves ; etc.).	
2	Air-craft—Indian Aircraft Rules ; Orders regarding Air-Craft ; Conveyance by Air-craft.	
3	Art and Archaeology ; Mineralogy and Meteorology ...	
4	Associations or Leagues ; Societies ; "Funds" or "Trusts" ...	
5	Associations formed by Government employees—Their Recognition.	
6	Bioscopes and Cinematographs	
7	Circuses and Theatrical Companies	
8	Companies ; Trading. Mining and other Companies ; Bank ; Mercantile firms.	
9	Deaths ; Sudden or Unnatural Deaths and Accidental Deaths or of any Death under suspicious circumstances.	
10	Deeds ; Contracts ; and other Instruments on behalf of the Secretary of State.	
11	Durbars ; Levees ; Jubilees ; Proclamations ; Garden Parties or other Public Entertainments ; <i>Fairs</i> .	
12	Factories ; Mills ; <i>Arsenals</i> ; Museums ; Public Halls and other Public Edifices or Buildings,	

No.	Subject	Remarks.
<i>4M.—Miscellaneous—concl'd.</i>		
13	Floods ; Earthquakes ; Fires ; Scarcity ; Famine	...
14	Foreigners and Passports	...
15	Game Rules ; Wild Animals ; Birds ; Reptiles—Naturalization ; Preservation ; Destruction.	...
16	Immigrants and Emigrants ; Pilgrims and Caravans	...
17	Jetties ; Pontoons ; Bridges	...
18	Kyaungs and Zayats ; Monasteries and Convents ; Pagodas ; Temples ; Mosques ; Chapels or Churches ; Synagogues.	...
19	Lotteries ; Sweeps and Clubs	...
20	District Council ; Municipal Council ; Town Committee ; Elections for Membership.	...
21	Patents ; Inventions ; Designs	...
22	Petrol and Petroleum—Acts and Rules thereunder	...
23	Phongys ; Monks and Nuns ; Thathanabats ; Ecclesiastics—Bishops ; Priests or Ministers.	...
24	Police Advisory Boards	...
25	Police Clubs and Sports	...
26	Police Museum at Insein	...
27	Port Trusts ; Customs and Marines ; Wharves and Warehouses	...
28	Presses and Newspapers	...
29	Roads ; Canals ; Embankments ; Ferries ; Fisheries	...
30	Schools and Institutions—Public ; Colleges or Seminaries ; Recreation or Athletic Grounds.	...
31	Sedition—Pamphlets and leaflets on seditious and Political subjects. Political meetings, speeches and movements of Politicians.	...
32	Strikes	...
33	Telephones ; Charges ; Maintenance ; etc.	...
34	Trafficking in Obscene Publications	...
<i>5M.—Municipal.</i>		
1	Cattle Pounds and Slaughter-houses	...
2	Hackney Carriages ; Carts and Pony Carts ; Rickshaws ; Acts, Rules and Orders relating thereto.	...
3	Hotels—Restaurants and other Public Houses	...
4	Motor Vehicles Act and Rules. Notifications and instructions issued thereunder.	...
5	Motor Vehicle Branch of a District Police Office—Instructions relating to upkeep of Registers, etc.	...
6	Municipal and Town Acts—Notifications issued thereunder	...
7	Patrols—Town Patrols ; Fixed Beats	...
8	Patrols—Land and Village Patrols ; Boat and River Patrol ; M.B. Patrol.	...
9	Pawnshops	...
10	Public (Liquor) Houses ; Gaintline-houses ; Billiards and other Saloons ; Brothels and Brothel Keepers ; Prostitutes and Prostitution ; Pimps ; Kidnapping ; Abduction and Seduction	...
11	Fairs and Festivals—Permits ; Duties of Police with regards to Fairs and Festivals ; Bakri-Id Festival.	...
12	Traffic and Traffic Control and Traffic Orders ; Training in traffic duty.	...
13	Village Headman ; Ten-house-gawngs ; Rural Police—Powers and Duties, Misconduct and Punishments.	...
14	Villagers—List of villages in the District	...
15	Village Defence Schemes and Defence arrangements and orders Arming of villagers.	...
16	Villages—Punishing and Black Listing Villages	...
17	Villages—List of villages blacklisted	...

No.	Subject.	Remarks.
<i>10.—Officers—General.</i>		
1	Appointment ; Reappointment ; Enlistment ; Re-enlistment ; Recruiting ; Agreements ; Recruiting of Indians.	
2	Appeals ; Memorials ; Petitions ; Applications ; Representations	
3	Civil Service (Classification, Control and Appeal) Rules	
4	Clerks ; Appointment and Transfer ; Promotion ; Increment of Pay ; Punishment ; Reduction ; Clerkship Rules ; Other Personal Questions.	
5	Condonation of Breach in Service	
6	Confidential Files and Confidential Reports	
7	Deaths—casualties ; Epidemics, Injuries ; Funerals ; Firing Parties	
8	Disciplinary Rules for Subordinate Services	
9	Disposal of Estate	
10	Employment of Soldiers and Reservists ; Indian Army Reserve ; Territorial Force and Auxiliary Force ; Military Training.	
11	Foreign Service Rules	
12	Fundamental Rules and Orders and Notifications thereunder	
13	Government Servants' Conduct Rules	
14	Grant of State Land to Members of Force	
15	Landed Property ; Reports on acquisition or alienation of	
16	Leave Rules—(Sick Leave Rules) and Leave Salaries ; Upkeep of Leave Register No. 10	
17	Leave Rules—Disability Leave Rules, Hospital Leave Rules and Disability Allowance ; Upkeep of Register No. 23, Hospital Register.	
18	Leave, Casual Leave and Holidays	
19	Leave Rules for Inferior Servants	
20	List of Persons dismissed	
21	Long Roll (Register No. 21) ; Seniority Roll (Register No. 22) ; District Distribution Lists ; Range Seniority List and Gradation List.	
22	Medals and other Decorations ; Honours ; Titles and Distinctions ; King's Police Medal ; Indian Police Medal	
23	Menials—Police Peons ; Palikah-Pullers, Bhistics ; Sweepers ; etc.	
24	Pensions, Gratuities and Commutations (Ordinary)	
25	Pension and Gratuity—Extraordinary ; Family and Widow Pensions ; Compensation ; Compassionate Pensions and grants	
26	Pensioners Re-employment of Pensioners, Civil and Military and other personal questions ; etc.	
27	Police Officers—Imperial and Provincial Gazetted Ranks	
28	Police Officers—Non-Gazetted ; Inspectors ; Sub-Inspectors ; Sergeants.	
29	Police Officers—Non-Gazetted—Station Writers ; Head-Constables ; Lance Head-Constables ; Constables ; Orderlies.	
30	Promotion—Officiating and Permanent ; Reversions ; Increments ; Efficiency bar ; Superannuation ; Officiating Arrangements.	
31	Resignation and Discharge	
32	Rewards ; Money Rewards ; Honoraria ; Presentations ; Public Presentations.	
33	Service Books ; Character and Service Rolls ; Personal files ; Verification of Services ; Descriptive and other Rolls ; Next-of-kin	
34	Transfers ; Postings ; Deputations ; Seconding for Foreign Service ; Joining time.	
35	Uniforms ; Clothing ; Accoutrements	
36	Viceroy and other Dignitaries ; Political Agents or Attaches ; <i>Saw'was</i> and other Native Princes ; Foreign Potentates.	

No.	Subject.	Remarks
<i>20.—Officers—Complaints and Personal Cases.</i>		
1	Complaints—Misconduct ; Suspensions and Re-instatements ; Punishments (Major and Minor) ; Register No. 49. The Orderly Room Register.	
2	Corruption ; Extortion ; Torture ; Ill-treatment	
3	Departmental Enquiry Rules	
4	Indebtedness ; Insolvency (Pay Attachments)	
5	Prosecutions ; Trials ; Civil Suits and Law Suits by Private individuals against Police Officers ; Reimbursement of Legal Expenses.	
<i>1P.—Public Work Buildings.</i>		
1	Electric Installations ; Lights ; Fans	
2	Latrines ; Types and Type-plans ; Latrine Accommodation ...	
3	Major Works ; Type-plans ; Proposals ; Site-plans ; Estimates and sanction.	
4	Minor Works ; Proposals ; Type-plans ; Site-Plans ; Estimates and Sanction.	
5	Public Works Department Buildings—Precaution against Fire, General Upkeep, Re-allocation and Condemning (Dismantling).	
6	Quarters—Government Quarters and their allotment ; Provision of Furniture ; Recovery of Rents	
7	Rest-house, Bungalows, Circuit Houses and Rules relating thereto.	
8	Rifle Range, Construction and Maintenance	
9	Type-plans of Police Stations	
10	Type-plans of Police Lock-ups	
11	Type-plans of combined Police Station and Lock-up. ...	
12	Type-plans of Police Quarters—District Superintendents of Police	
13	Type-plans of Police Quarters.—Deputy Superintendents of Police and Assistant Superintendents of Police.	
14	Type-plans of Police Quarters—Inspectors	
15	Type-plans of Police Quarters—Sub Inspectors	
16	Type-plans of Police Quarters—Station Writers and Head Constables.	
17	Type-plans of Police Quarters—Constables — ...	
<i>2P.—Petty Construction and Repairs.</i>		
1	Departmental Buildings—Budget Grants and Re-appropriation—Lapse of Grant.	
2	Departmental Buildings—Site-plans ; Plans and Estimates ; Sanctions and Contracts and Advances.	
3	Departmental Buildings—Type-plans of Quarters for Sub-Inspectors of Police.	
4	Departmental Buildings—Type-plans of Quarters for Station Writers and Head Constables.	
5	Departmental Buildings Type-plans of Quarters for Police Constables.	
6	General—Upkeep ; Condemning and dismantling ; Re-allocation, etc ; Register No. 48—File of Buildings in charge of Police Department.	
<i>3P.—Police Act and Manuals.</i>		
1	Police Act ; Duties and Powers of Police under the Police Act ...	
2	Burma Police Manual and other Departmental Manuals (as Criminal Investigation Department Manual, Preventive Law Manual, etc.).	

No.	Subject.	Remarks.
<i>IS.—Stock.</i>		
1	Accoutrements and Miscellaneous Stores—Indents, Issues and Condemnation, etc.	
2	Arms and Ammunition, Accoutrements and Miscellaneous Stores ; Returns ; The upkeep of Register No. 46, Register of Police Stores and No. 45, Magazine Account.	
3	Bicycles.—Purchase ; Maintenance and Condemnation ; Maintenance of Record of Purchase.	
4	Boats and Tents—Country Boats.—Use, Purchase and Maintenance ; Condemnation.	
5	Forms and Registers ; Stationery ; Guard Books ; Seals and Stamps ; Labels ; Dies and Punches, Register No. 38, Stock Book of Stationery ; Register No. 37, Stock Book of Forms.	
6	Furniture—Clocks, Safes and Chests, Boxes and other Dead and Live Stock.—Purchase, maintenance, etc. ; Upkeep of Register No. 47, Stock Book.	
7	Guard Book Memoranda—Police Forms	
8	Guard Book Memoranda—Miscellaneous General—Part IV	
9	Handcuffs, Police and Headman—Indents, Issues and Condemnation.	
10	Locks and Keys—Safe Custody of Duplicate Keys ; Register No. 39, Locks and Keys.	
11	Motor-vans—Prison and other Motor-vans ; Motor Cycles—Purchase, Maintenance, recurring expenditure ; Upkeep of Logs, Accounts, Stores, Spare parts, etc.	
12	Stores—Purchase and Supply—Local and Foreign—Contract	
13	Type-writers and Duplicators.—Purchase maintenance, etc.	
14	Uniform and Clothing—Indents Issues and Condemnation	
<i>IT.—Territorial.</i>		
1	Changes of Jurisdiction and Area—Re-allocation	
2	List of Police Stations and Outposts in Burma	
3	Maps—Police Station and other Jurisdiction Maps and District Maps	
4	Notifications regarding Police Stations, Printed Jurisdiction Statements and Maps.	
5	Police Subdivision and Circle Charges and their Headquarters	
<i>I.—Absconders.</i>		
1	Absconders ; Hue and Cry Notices ; Reward Notices ; Cases under Section 512, C.P.C. ; Upkeep of Register No. 5—Hue and Cry Index and Cards.	
2	Deserters—Army, Military and Civil Police	
3	Untraced Criminals ; History Sheet, Conditionally Released, and Notified (C.T.A.) Criminals ; Upkeep of Register No. 6—Missing History Sheet and Conditionally Released Prisoners' Index and Cards.	
<i>II.—Convicts and Prisoners.</i>		
1	Convicts.—Males, Females and Juvenile ; Nominal and Descriptive Rolls ; Detention ; Treatment.	
2	Convicts—Convicted and Undertrial Political Offenders ; State and Political Prisoners.	

No.	Subject.	Remarks.
<i>II.—Convicts and Prisoners—concl.</i>		
3	Death and Death Reports of Convicts ; Undertrials and other Prisoners.	
4	Escapes from Jails and Police Custody ; Re-arrests	...
5	Prisoners ; Undertrial Prisoners—Male, Female and Juvenile ; Detention and Treatment ; Attendance on Female Prisoners in Lock-ups and on Escorts—Nominal and Descriptive Rolls.	...
6	Transfer and Conveyance of Prisoners Undertrial and Convicted.	
<i>III.—Crime—Reporting.</i>		
1	Crime ; Criminality ; Dacoity and other Serious and Important Crime ; Measures to be taken to reduce Crime.	
2	Direct cases.—Cognizable and Non-Cognizable	...
3	First and Further Reports of Important Crime	...
4	Final Report ; Classification of Cases struck off by Police ; Transfers	...
5	Instructions for conducting operations against dacoits	...
6	Recording and Reporting of cases. First Information Reports	
7	Register No. 1.—Crime Register and Register No. 2, Register of Police cases ; Instructions relating to Annual Crime statements.	
<i>IV.—Crime—Investigation and Detection.</i>		
1	Arrests ; Detention ; Remands ; Releases	...
2	Case Diaries and Conduct of Investigation	...
3	Confessions ; Statements ; Accusers ; Pardoners	...
4	Exhibits ; Chemical Examiners	...
5	Identification Parades	...
6	Informers ; Witnesses and their Statements	...
7	Map and Plan of Scene of Crime	...
8	Preparation of Cases ; Charge Sheets ; Prosecution	...
<i>V.—Courts and Court Prosecuting Work.</i>		
1	Appeals ; Revisions ; Alterations of Sentences ; Remissions ; Clemency ; Reprieves.	
2	Courts ; Magistrates ; Judges ; their Powers and Duties	...
3	Disposal of cases by Magistrates ; Sessions Trials ; Duration of Cases tried	
4	Processes ; Summons and Warrants ; Register of Summons and Warrants.	
5	Prosecutors ; Court Prosecutors and Government Prosecutors ; Advocates ; their Appointment ; Duties and Powers.	
6	Result of Trial.—Sentences ; Convictions ; (Jail Warrants) Acquittals and Discharges.	
<i>VI.—Criminals.</i>		
1	Criminals—History Sheet Criminals	...
2	Criminals—Conditionally Released Prisoners	...
3	Criminals notified under the Criminal Tribes Act	...
4	Criminals bound down under the Preventive Sections—107, 108, 109 and 110, Criminal Procedure Code.	

No.	Subject.	Remarks.
<i>VII.—Criminal Investigation Department.</i>		
1	Criminal Investigation Department ; Cases to be taken up by the Criminal Investigation Department ; Requisition for the Services of the Criminal Investigation Department.	
2	Exhibits sent to Criminal Investigation Department for examination by the Principal of the Detective Training School.	
3	Finger Prints ; Circulars and Orders ; Upkeep of Register No. 4 ; Register of Finger Prints and Finger Print Files and Correspondence.	
4	Foot-prints and other System of Identification ; Descriptions and Descriptive Rolls.	
5	Photographs	
6	Search Slip ; Previous Convictions ; Requisitions for records of previous convictions.	
<i>VIII.—Surveillance.</i>		
1	Bad Livelihood ; Cases under sections 109 and 110 of Criminal Procedure Code ; Notifications, Rules and Orders issued thereunder.	
2	District Detective Staffs and their duties.	
3	Flying Squads and their duties.	
4	Surveillance ; Surveillance staffs and their duties.	
5	Surveillance Register ; Village Crime Note Book ; Conviction Register and History Sheets.	
<i>IX.—Miscellaneous.</i>		
1	Cattle, Seizure and Detention ; Disposal.	
2	Cattle Theft.	
3	Coining ; Forging ; Counterfeiting.	
4	Crime Gazette and Index.	
5	Crime Maps ; Crime Graphs ; Crime Statements and Crime Figures	
6	Disposal of special Exhibits and Coining Implements ; Forged Notes and Implements ; Arms, etc.	
7	Excise Department ; Relation of Police with the Excise Department ; Powers and Duty of the Police with regards to Excise and Opium matters.	
8	False information ; False and Unreliable Informers ; Prosecutions under section 182, Indian Penal Code.	
9	Hand-writing Experts and Hand writing Identification.	
10	Injured Persons ; Corpses ; Medical Officers ; Post Mortem examination ; Medical Evidence.	
11	Interpreters ; Translators ; Bailiffs ; Process Servers ; Petition Writers ; their appointments and duties.	
12	Lunacy ; Lunatics (Criminal) ; Retrial of persons who are of unsound mind at the time of original trial	
13	Maintenance of Order and Prevention of Outrages in Courts.	
14	Mutual Exchange of information between Governments regarding seizure of Drugs ; Proceedings and movements of persons engaged in Drug Traffic.	
15	Requisitions for Judicial Records ; References with the District Magistrate.	
16	Stolen Property and other Property seized by the Police.	
17	Traffic in Women and Children.	
18	Unclaimed Property.	
19	Village Committees ; Special Power and Ordinary Headmen ; Cases tried by them.	

No.	Subject.	Remarks.
<i>X—Railways.</i>		
1	Railway Accidents ; Railway Strikes.	
2	Railway Crime and Railway Jurisdiction and Railway Cases ; Co-operation between District and Railway Police.	
3	Railways. Stoppage of Trains by Magistrates and Police Officers in case of emergency.	
<i>XI.—Special and Local Laws.</i>		
1	Anti-Boycott Act V of 1922.	
2	Arms Act—Notifications, Rules and Orders issued thereunder ; Cases under the Arms Act.	
3	Brothels and Beggars ; Suppression of Brothels Act II of 1921.	
4	Criminal Law Amendment Act II of 1922.	
5	Criminal Tribes Act ; Rules, Notifications and Orders issued thereunder—Upkeep of Gang Register.	
6	Dangerous Drugs Act ; Notifications ; Rules and Orders issued thereunder ; Cases under the Dangerous Drugs Act.	
7	Excise and Salt Acts ; Notifications ; Rules and Orders issued thereunder ; Cases under the Excise and Salt Acts.	
8	Foreigners Act and deportation ; Expulsion of Offenders Act I of 1926 ; Extradition.	
9	Gambling Act ; Cases under Gambling Act Cognizable and Non-cognizable.	
10	Opium Act ; Notifications, Rules and Orders issued thereunder. Cases under the Opium Act.	
11	Ordinances.	
12	Poisons Act XII of 1919.	
13	Prevention of Crime (Young Offenders) Act II of 1930.	
14	Prevention of Cruelty to Animals Act.	
<i>XII.—Suspects.</i>		
1	Suspects—Ordinary : Use of Bad Character Roll Forms.	
2	Suspects—Political.	
3	Suspects—Persons reasonably suspected in cases and action taken against them.	

APPENDIX A-XIX.

CLASSIFICATION OF PAPERS IN CORRESPONDENCE FILES
(ALL DEPARTMENTS).

Class A.

(i) Main files of standing orders connected with questions of principle, and all letters communicating rules, and general instructions which have not become wholly obsolete.

(ii) Correspondence of all special interest or importance on the Class A heads of Appendix A-XVIII.

Class B

Correspondence of importance, which does not contain standing orders, of the Class B heads of Appendix A-XVIII.

Class C.

- (i) All order sheets that do not contain any part of the draft of a letter of Class A or B.
- (ii) All notes and queries.
- (iii) All letters asking for explanations of figures in periodical returns or pointing out errors therein, and all replies to such letters.
- (iv) All informal communications unless specially marked by the District Superintendent of Police, as Class A or B.
- (v) All letters merely calling for records in appeal or revision, and all replies thereto submitting records.
- (vi) All post copies of service messages in form *Miscellaneous General 26.*
- (vii) All ephemeral correspondence, such as letters forwarding and acknowledging receipt of books, reappropriation statements, and letters forwarding and sanctioning them.
- (viii) Office copies of inspection notes on subordinate offices and Police Stations.
- (ix) Office copies of Station General Diaries.

APPENDIX A-XX.

PRESERVATION OF RECORDS IN CRIMINAL CASES.

1. Records of all cases, except dacoities, robberies and burglaries in which the accused has been convicted, and of cases which have been classed as false, mistaken or non-cognizable, or in which investigation has been refused under section 157 (b), Criminal Procedure Code, cases under Chapter VII, Criminal Procedure Code—two years (counting from the 1st of January in the year subsequent to that in which final orders were passed).

2. Records of all other cases—five years.

The following records will not be destroyed :—

(a) Records of a case in which it appears on the record that any of the accused, or parties to be proceeded against, have not been apprehended.

(b) Records of a case in which the trial has been postponed under sections 464 and 466, Criminal Procedure Code.

Provided that no record falling under clauses (a) and (b) of the rule will be preserved for more than thirty years.

Preservation of Confidential Files.

3. The District Confidential Files of officers of and below the rank of Deputy Superintendent will be kept for three years after the death, dismissal, removal, resignation or retirement of the officer concerned and may then be destroyed.

When an Assistant Superintendent or Deputy Superintendent is posted to the charge of a district, his confidential file will be forwarded to the office of the Inspector-General of Police, for record.

Preservation of Official Publications.

4. *Quarterly Civil List of Burma.*—Only the current volume will be kept. All previous copies will either be destroyed, or sold as waste paper.

5. *Burma Police Half-Yearly Gradation List.*—Copies will be retained for twelve months, and will be destroyed or sold as waste paper.

6. *Police Gazette.*—Part III of the Gazette will be kept unbound and will be destroyed or sold as waste paper at the end of two complete years. Part II with its index, will be bound together with Part I at the end of the year on receipt of the Index to Part II and kept in the District Superintendent of Police's office.

7. *Police Crime Gazette.*—Every District Police Office and Sub-divisional Police Office will have Part I and the *Confidential Supplement to the Police Crime Gazette* bound separately every half-year. Parts II, III and the *Special Forged Note Supplement* will be kept in files for ten years, and will then be destroyed. District Superintendents of Police, when inspecting Subdivisional Police Offices, will see that the volumes and files respective of the *Police Crime Gazette* are complete and in good order. Circle Inspectors will keep their copies of the *Police Crime Gazette*, each part filed separately for five years, after which they may be destroyed. At Police Stations the whole Gazette will be retained unbound for five years and will then be destroyed.

8. *Burma Gazette*—Part V and *Extra Supplement* of the Gazette may be destroyed at the close of the year. The remaining parts will be kept unbound for five years and may then be destroyed or sold as waste paper.

APPENDIX A.-XXI.

The following registers shall be maintained in the Office of a District Superintendent of Police, and dealt with as noted in columns 5 and 6. When a register which is not to be kept permanently, is full, a slip of paper will be gummed on the back showing the date on which it is due for destruction :—

List of Registers.

Serial No. (1)	Title of Register (2)	Reference. (3)	Guard Book No. (4)	Method of disposal. (5)	Class (6)	Remarks. (7)
1	Crime Branch. Crime Register ...	Paragraphs 252 to 273.	Crime 24	To be destroyed in office (a).	...	The procedure laid down in paragraph 589 for correspondence files to be followed when a case is destroyed under Appendix A.-XX. Before destruction of the register the particulars of all records not yet destroyed will be copied into a register in similar form to be maintained permanently in the Record Room. Records of detected ballable cases, records of ballable or non-ballable cases which have been classified as "false," "mistaken" or "non-convictable" and records of cases in which investigation has been refused under section 157 (b) of the Criminal Procedure Code should be destroyed after two years. Records of detected non-ballable cases other than those mentioned above should be deposited in the District Record Room.
2	Register of Police Cases	Paragraphs 285 to 299.	Crime 25	To be sent to Record Room (a).	Fourteen years	
2A	Reward Register ...	Paragraph 299A.	Manuscript Form.	To be destroyed in office (a).	...	
3	Court Prosecuting Officer's Register.	Paragraph 300.	Crime 43	To be destroyed in office (a).	...	
4	Register of Finger Prints submitted for record.	Paragraphs 301 to 331.	Crime 45 Police 131	To be sent to Record Room (a).	A	
5	Hue and Cry Index ...	Paragraphs 352 to 356.	Crime 29	To be destroyed.	...	To be re-written at the commencement of each sixth year when the old register will be destroyed.

(a) At the beginning of the second year after the date of last entry.

APPENDIX A—XXI—contd.
List of Registers—contd.

Serial No. (1)	Title of Register. (2)	Reference. (3)	Guard Book No. (4)	Method of disposal. (5)	Class. (6)	Remarks. (7)
	<i>Crime Branch.—contd.</i>					
6	Index of untraced History Sheets Criminals and conditionally released convicts.	Paragraphs 357 to 362.	Crime 79.	To be destroyed.	...	To be re-written at the commencement of each sixth year when the old register will be destroyed.
7	<i>Administrative Branch.</i> Distribution Register and Working Sheets.	Paragraphs 629 to 630.	Ad. 51A and Ad. 104A to J.	To be destroyed in office (a). To be sent to the Record Room (a).	...	
8	Register of Increments	Paragraph 637.	Ad. 105	
9	The Stores Deduction Register.	Paragraph 650.	Ad. 86 ...	To be destroyed in office (a). Do.	...	
9A	Register of Miscellaneous Deductions.	Paragraph 650A..	Ad. 87 A	
10	Register of Applications for Leave.	Paragraph 661.	...	Do.	...	
10A	Casual Leave Register	Paragraph 662.	Ad. 84		...	
11	Daily Cash Account ...	Paragraphs 704 to 705.	T. F. No. 69	To be sent to Record Room (a).	11	

		Paragraphs Ad. 47 715 to 717.	Do.	
12	Salary Cash Account Book (with Pay and Acquittance Rolls, Return of Force and Pay Abstract in one file).			
13	Register of Contingent charges.	Paragraph 724.	T.F. No. 37	To be sent to Record Room (a).
14	Bill Register ...	Paragraph 771.	Ad. 48	
15	Treasury Pass Book ...	Paragraphs 772 and 773.	T.F. 37A	To be destroyed in office (a).
16	Register of Advances from the Office Permanent Advance.	Paragraph 774.	Ad. 87 ...	To be destroyed in office (a).
16A	Register of Long-term Advances.	Paragraph 774A.	Ad. 87b ...	Do.
17	Court Attachment Register.	Paragraph 776.	Ad. 50 ...	Do.
18	Travelling Allowance Register.	Paragraphs 788 to 799.	T.F. No. 95A	To be sent to Record Room (a).
19	Register of <i>Proforma</i> Account of Receipts and Expenditure relating to fees realized on account of Police supplied to private functions, theatres, etc.	Paragraph 818, and Appendix A-XI.	Ad. 100 ...	To be kept in office.

Thirty-five years in the case of the office (Mental) Establishment, i.e. records and returns; and years in the case of the pay bills and Acquittance Rolls (twice separately maintained in all other non-inherited units). Police Force and Clerical Establishment in the year 1929 and onwards, provided that no bills should be destroyed until the period of temporary or officiating service as recorded in the Service Book and/or Character and Service Book of the Government has been concerned have been verified from the pay bills or acquittance rolls and the fact of such verification recorded under proper attestation in the Service Books.

Note.—These records up to and for the year 1928 should however, be preserved for 25 years.

Twelve years.

Travelling Allowance Bills in Form Ad. 56 should be destroyed after three years.

Three years ...

...

...

...

...

...

...

...

...

...

...

...

...

(a) At the beginning of the second year after the date of last entry.

APPENDIX A-XXI—contd.

List of Registers—contd.

Serial No. (1)	Title of Register. (2)	Reference. (3)	Guard Book No. (4)	Method of disposal. (5)	Class. (6)	Remarks. (7)
	<i>Administration Branch—contd.</i>					
20	Character and Service Roll.	Paragraphs 822 to 833.	Ad. 16	To be destroyed three years after the officer has died or left the force.
21	Long Roll	Paragraphs 834 and 835.	Ad. 17	To be sent to Record Room (a).	Twenty-five years.	
22	Seniority Roll	Paragraphs 836 to 841.	Ad. 80	To be kept in office.	...	To be renewed when a fresh volume is required by excerpting the useful information from the old one which should then be destroyed.
23	Hospital Register	Paragraphs 842 to 844.	Ad. 11	To be destroyed in office (a).	...	These may be given to officers who resign or are discharged without fault. In the case of officers removed they are destroyed after three years. In the case of officers who apply for pension they are submitted as part of the pension papers.
24	Service Books	Paragraphs 845 to 849.	T F. No. 33	To be kept in office.	...	
25	Register of Letters Received.	Paragraph 850.	Misc Gen. 10	To be sent to Record Room (a).	B	
26	Register of Letters Issued	Do.	Misc Gen. 11		B	

27	Despatch Book (Local)	Paragraph 851.	Misc. Gen. 12	To be destroyed in office (a)	...
28	Despatch Book (Postal)	Do.	Misc. Gen. 13	Do.	...
29	Register of Books and Publications received	Paragraph 852.	Ad. 102 ...	To be kept in office.	A
30	Catalogue of Books ...	Paragraph 853.	Misc. Library 1	To be kept in Library.	A
31	Circular Order Files (A) and (H).	Paragraphs 854 to 856.	...	To be kept in office.	A
32	General Order Book ...	Paragraphs 857 to 859.	Blank Book	To be sent to Record Room (a).	A
33	Register of Correspondence Files.	Paragraph 861.	Misc Gen 9.	To be sent to Record Room with files.	A
34	Confidential Files of Officers	Paragraphs 862 to 868.	Misc. Gen 2.	To be kept in confidential admirah.	...
35	Index file of land acquired or alienated by District Police Officers and Clerks and their dependants.	Paragraphs 869 to 871	Ad. 93 ...	To be kept permanently in the office.	A

To be destroyed as laid down in Appendix A-XX.

(a) At the beginning of the second year after the date of last entry.

APPENDIX A—XXI—concl'd.

List of Registers—concl'd.

Serial No. (1)	Title of Register. (2)	Reference (3)	Guard Book No. (4)	Method of disposal. (5)	Class. (6)	Remarks. (7)
	<i>Administrative Branch—concl'd.</i>					
36	Target Practice Register	Paragraph 872.	Ad. 25.	To be destroyed in office (a). To be sent to Record Room (a). Do.	...	
37	Stock Book of Forms and Registers.	Paragraph 873.	Misc. Gen. 14.		B	
38	Stock Book of Stationery	Paragraphs 874 to 877.	Misc. Gen. 35.		B	
39	Locks and Keys ...	Paragraph 878.	T.F. No. 210.	To be kept in office.	...	
40	Register of Registers in the Record Room.	Paragraph 879.	Judl. Gen. 5	To be kept in Record Room.	A	
41	File of Inspection Notes	Paragraph 880.	...	Do.	B	
42	Register of Deposited Arms.	Paragraph 881.	Ad. 24 Pol. 48	To be destroyed in office (b). Do.		
43	Register of Deposited Firearms lent out.	Paragraph 882.	Ad. 82			
44	Stock Book of Government Firearms.	Paragraph 883.	Ad. 23	To be sent to Record Room. (b). Do.	B	
45	Magazine Account ...	Paragraphs 884 to 886.	Pol. 7S J		B	

46	Register of Police Stores	Do.	Pol. 18	To be sent to Record Room (a). Do.	B
47	Stock Book	Paragraphs 887 to 889.	Pol. 68	To be kept in office.	A
48	Fit of buildings in charge of Police.	Paragraph 910.	...	To be destroyed in office (a).	A
49	Orderly-Room Register	Paragraph 214.	Ad. 85		

Duplicate copy to be kept in each Police Station.

(a) At the beginning of the second year after the date of last entry.
(a) At the beginning of the second year after all arms have been disposed of or accounted for.

APPENDIX A-XXII.

THE DISTRICT ANNUAL REPORT.

*Report on the Police Administration of the
for the year*

District

PART I.—ADMINISTRATION.

Explain and comment on variations in the totals, and on important variations in the other columns from the figures of the previous year under each of the following sections, of which the headings are taken from the statements prescribed by the Government of Burma. When the figures are normal, and there is nothing of interest or importance to note, the section should be left blank.

1. *Sanctioned Strength of Police Force (Statement D, columns 3—15).*

Under this head, supply any important details not shewn in Statement E, e.g., the number of police paid for by banks or private persons, or employed by the Public Works Department, or other departments; and particulars of any local police not classed as "regular".

2. *Cost of Police (Statement D, columns 18—20).*

The cost of the force for the calendar year should be quoted and commented on, and similar figures should be given in columns 18—20 of the statement.

3. *Statistics of the Area, etc. (Statement D, columns 19—23).*4. *Proportion of the Police engaged on prevention and detection of crime
(Statement D, columns 24—27).*5. *Sanctioned and Actual Strength (Statement E, columns 2—5).*

Explain deficiency, if any, and mention anything noteworthy about recruitment, especially as regards the type of recruit being enlisted.

6. *Armament (Statement E, columns 6—8).*7. *Punishments, Rewards and Police Relations with the Public.*

The conduct of the men generally, and their attitude towards the people should be noticed. Special mention should be made of any strictures on the conduct of the force by superior administrative, or judicial officers, and of any serious complaints in the public Press or elsewhere. Any allegations of torture should be fully reported on.

The number of officers punished should be mentioned, the number who passed out from the Provincial Police Training School being shewn separately from those who have risen from the ranks. The rewards granted by Courts under the Excise, and similar Acts should also be mentioned, these rewards being shewn separately from those granted departmentally.

8. *Education and Training (Statement E, columns 23 and 24).*

In addition to the figures contained in columns 23 and 24 of the prescribed statement, information should be supplied regarding the local system of training

For this purpose the following tables are required :—

Table showing the number of Constables doing recurrent training during the year.

Number of men trained.	Number of men who obtained higher grade certificates.

Table showing the number of Recruits trained during the year, vide paragraphs 1171 to 1175, Burma Police Manual, Volume II.

(1) Number of recruits who entered the Training Depot during the year (including recruits) remaining from the previous year to complete the course of instruction or for further instruction on account of failure to pass the qualifying examination.	(2) Number of casualties before completion of the course of instruction.	(3) Number of recruits who appeared for the qualifying examination.	(4) The class of certificate they obtained.			(5) Number of recruits discharged on account of failure to pass.	(6) Number of recruits remaining in the Training Depot to complete the course of instruction, or remaining for further instruction on account of failure to pass the qualifying examination.
			1st	2nd	3rd		

Table showing results of the Half-yearly Examination for Certificates, vide paragraph 1177 of the Burma Police Manual, Volume II.

Number of Constables who entered.	Number who obtained certificates.		
	First Class.	Second Class.	Third Class.
(1)	(2)	(3)	(4)

Table showing Results of the Yearly Examinations for Promotion to Head Constable and Station Writer, vide paragraphs 1182 to 1184, Burma Police Manual, Volume II.

Number of men who entered for Head Constables' promotion examination.	Number who passed.	Number of men who entered for Station Writers' promotion examination.	Number who passed.
(1)	(2)	(3)	(4)

Table showing the number of Head Constables, Constables and Recruits who underwent the Annual Course of Musketry and results of firing with Ball Cartridge.

Number of men exercised.		Number of men not exercised.		Total Number of points scored.	Figure of merit.
Old men.	Recruits.	Old men.	Recruits.		
(1)	(2)	(3)	(4)	(5)	(6)

NOTE.—To obtain the figure of merit (column 6) divide the total number of points obtained (column 5) by the total number of old men and recruits (columns 1 and 2).

In the case of Police Co-operative Societies and Stores a statement in the following form should also be appended to the Report :—

Name of Society with date of institution.	Number of members.		Share Capital.		Total transactions during the year 19				Profits earned		Dividend (declared) per cent.		Amount in the reserve.			
	(1)	On the 1st of January 19		(4)	(5)	Loans issued.				(11)	(12)	(13)	(14)	(15)	(16)	Remarks.
		On the 31st of December 19	(3)			Within Credit.	Beyond Credit.	Sale-proceeds of provisions, stores, etc.								
									(6)							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

* A member taking several loans in a year will count as one member only.

9. *Length of Service* (Statement E, columns 25—29).

10. *Casualties, etc.* (Statement E, Columns 30—35).

Any special causes tending to induce the men to leave the force, or on the other hand, promoting its popularity, should be noticed. The number of deserters brought to trial, and convicted should be mentioned.

11. *Health of the Force* (Statement E, columns 36—38).

12. *State of Buildings and Defences.*

Note the general state of the police buildings, with special comments on particular cases. Note also the extent to which the orders regarding the defence of armed stations have been carried out, and cases in which arms have been withdrawn because defences were inadequate.

13. *Inspections.*

Here state the extent to which inspections have been held by the Inspector-General, Deputy Inspectors-General, Superintendents, Assistant Superintendents, and Deputy Superintendents, noting generally the result of the inspections and any points of interest brought to light thereby.

Give the number of days the Superintendent and his Assistant Superintendents and Deputy Superintendents were on tour during the year. Give also the names of posts not inspected, the prescribed number of times by the Superintendent or his Assistant Superintendents or Deputy Superintendents with reasons for the non-inspection. Explanation should also be given if the Superintendent has not sufficiently inspected his office and District Training Depot.

Here also include a return in respect of each touring officer of and above the rank of Inspector showing (a) the total number of towns and villages visited and (b) the total number of villages visited which are not situated on railway lines, motorable roads, or waterways.

For the purposes of this return a village or town will be counted only once irrespective of the number of visits paid to it.

PART II.—CRIME AND THE WORKING OF THE POLICE.

14. Cognizable Crime.

Here review generally the state of the district as regards cognizable crime during the year, comparing the statistics with those of previous years and noting the prevalence of any particular form of crime, explaining as far as possible any marked increase or decrease. The section should be illustrated by the following table.—

Table showing the number of true cognizable cases disposed of during the year compared with the previous year.

Class.			Number of true cases disposed of in 19	Number of true cases disposed of in 19	Increase.	Decrease.	Remarks.
(1)			(2)	(3)	(4)	(5)	(6)
I					
II					
III					
IV					
V					
Total					

NOTE.—The number of true cases disposed of during the year must be given (column 17, Statement A, Part II).

Comment on increase or decrease under each head of crime.

15. General Results of Police Work (Classes I to V, Statement A).

This section is confined to the working of the police in police cases, that is in cases reported to the police. Notice the number and proportion of cases out of those reported to the police in which the police refused to investigate under section 157 (b), Criminal Procedure Code (column 6, Statement A, Part I). Compare the results of previous years and comment on the working of the force, its successes and failures. Cases in which convictions have been reversed on appeal or revision should be excluded from the total of convictions.

16. Offences specified in Statement A.A.

Comment on the figures for the year under report and compare them with the figures of the previous year.

Comment on any increases or decreases and on the degree or activity shown by the police in respect of offences under this head.

17. Important Crime.

Comment on the figures relating to each of the particular classes of crime mentioned in the seven items of the Annual Crime Statement C-I and compare with the figures of the previous year.

Give a brief account of really important crimes and comment on the most noteworthy and salient features of each case.

Cases in which firearms were used should receive especial attention and be fully described.

Notice the figures in Statement C-I relating to the recovery of property taken in dacoities and robberies. The number of true cases of important crime (as shown in the Statement C-I) investigated by the Superintendent and by each Assistant Superintendent and Deputy Superintendent and the assistance rendered by village headmen should be mentioned.

Give the number of resistances by village headmen and villagers in cases of dacoities and Important Crime robberies and state what form the resistance took and whether it was successful, partially successful or a complete failure.

State whether defence schemes are in force in the district, and if not, why not. If in force, the occasions which they were used and the success, if any, attained should be mentioned. The application of the punitive section of the Village Act and Regulations should also be mentioned.

Give an account of any organized gangs of dacoits and of the measures taken to deal with them.

If the Inspector-General of Police or a Deputy Inspector-General ordered any special form of crime, except those mentioned below, to be classified as "important" under paragraph 1754, Burma Police Manual, Volume II, comment should be made and an account of the crime given.—

Table of true important crimes and of the use of firearms in connection therewith.

Offences.	Number of important crimes in 19	Number of cases in which firearms were used in 19
1. (a) Murder by dacoits		
(b) Murder by robbers		
(c) Murder by poison		
(d) Other murders		
2. Dacoity and attempted dacoities		
3. Preparation and assembly for dacoity		
4. (a) Robbery in which firearms were used		
(b) Suspected to have been committed by criminals for whom History Sheets have been opened.		
(c) In which property to the value of Rs. 250 or over is taken.		
5. Attempted robberies in which firearms were used		
6. Kidnapping human beings for ransom		
7. Arson or scuttling a ship with an intent to defraud an Insurance Company or any person, of a sum of Rs. 10,000 or over.		
8. Section 126. Railways Act, cases which ordinarily involved the despatch of a Class A Message, i.e., train wrecking, deliberate attempts at train wrecking, etc.		
Total		

17A. Ordinary Robbery.

Comment on the figures for the year under report. Compare the figure of previous year and comment on any increase or decrease. The section should be illustrated by the following table :—

Working results in cases of Ordinary Robbery for the year 19

Cases.													
(1)	(2)	(3)	(4)	(5)	(6)	(7)	True Cases.						
Number pending from previous year.	Number reported during the year.	Number in which investigation was refused.	Number remaining for investigation (columns 1 + 2 - 3).	Number proved or declared to be false.	Number due to mistake of law or fact or declared non-cognizable.	Number pending at the end of the year.	Convicted.	Discharged or acquitted.	Not detected or apprehended.)	Total true cases (columns 8 + 9 + 10.)	Total Magistrate's true case.	Total Magistrate's cases ending in conviction.	Grand total of true cases (columns 11 + 12).

Persons.

Persons.													
(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	Persons concerned in Magistrate's Cases.			Remarks.	
Persons in custody pending trial or investigation, etc., at the beginning of the year.	Arrested by the Police during the year.	Released under section 169, C.P.C.	Released by Magistrates Order before trial	Number of persons finally dealt with (columns 15 + 16 - 23)	Number of persons tried.	Number of persons convicted.	Number acquitted or discharged.	Number in custody pending trial or investigation or on bail at the end of the year.	Number arrested.	Number convicted.	Number acquitted or discharged.		

NOTE.—The figures entered in the columns of this table should tally with the figures entered in columns against Serial No. 26 of Statement A, Parts I and II, minus the figures entered in the columns of Statement C (I) against Serial Nos. 4 (a), (b), (c) and 5.

18. Murders.

Comment on the four classes of murders detailed in the table of the preceding section, discussing the success or otherwise of police action in connection therewith. Special notice should, however, be given to the figures for murders by dacoits, robbers and by poison.

The statistics required in the following table should be entered with such remarks as may be necessary :—

Table showing motives, weapons, etc. (Murder under sections 302 and 303, Penal Code, for the year 19

District.	No. of true murders dealt with.	Motive.									premeditated.	Unpremeditated.	Weapon used.	
		Jealousy.	Grudge.	Drink.	Revenge.	Resentment.	Spite.	Women.	Gain.	Others.			Gun.	Dak.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

District.	Weapons used.							Locality.		No. of cases and the month of year committed				Remarks.
	Stick.	Pointed bamboo.	Spear.	Axe.	Dagger.	Knife.	Others.	Urban.	Rural.	January to March.	April to June.	July to September.	October to December.	
(1)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)

Column 2—Enter cases shown in Column 17 against S.N. 11 of Statement A, Part I.

Column 2—Columns 3+4+5+6+7+8+9+10+11.

Column 2—Columns 12+13.

Column 2—Columns 14+15+16+17+18+19+20+21+22.

Column 2—Columns 23+24.

Column 2—Columns 25+26+27+28.

23. Offences under the Gambling Act.

Note information available, if any, as to the connection between gambling and crime. State whether gambling is specially prevalent in any locality, and, if so, what measures have been and are being taken to suppress it and the extent to which Magistrates have sanctioned prosecutions under section 17 of the Gambling Act. The number of true cases dealt with and convicted under section 17 of the Gambling Act should be stated.

24. Offences under the Arms Act.

Notice any special measures taken to trace and capture unlicensed firearms. The number of licensed firearms in the district at the close of the year and the number of firearms seized from or surrendered by persons who were not authorized to possess them with a brief description of such firearms should be given.

25. Non-cognizable Crime.

State in the following form the number of cases in the year of report and the previous year.

Comparative Table of Non-cognizable Crime.

Class.	Number of true cases in 19 *	Number of true cases in 19	Increase.	Decrease.
(1)	(2)	(3)	(4)	(5)
I ...				
II ...				
III ...				
IV ...				
V ...				
VI † ...				
Total ...				

* Cases under "Special Local Laws" should be included.

† Column 6 minus total of columns 7, 11 and 12 of Statement B, Part I.

26. Regulation and Control of Motor Traffic.

Full comment should be made on the working of the Motor Vehicles Act and Rules and the action taken by the Police to enforce the Rules. The following comparative figures should also be furnished :—

- (1) The number of vehicles registered stating type of vehicle.
- (2) The number of licences issued.
- (3) The number of licences dealt with by District Superintendent of Police for offences.
- (4) The number of motor accidents whether fatal, grievous or simple and action taken by the Police in each case.
- (5) The number of prosecutions under sections 279, 304A and 336—338, Penal Code, in connection with motor vehicles and the results.
- (6) The number of non-cognizable cases under the Motor Vehicles Act and the results.

The figures required should be tabulated in the following Forms :—

Comparative statement showing the number of registered Vehicles, the number of Licenses issued, and the number of Licenses dealt with by District Superintendents of Police for offences for the year 19

Number of Vehicles registered, showing type of Vehicle.

(1) Motor Cars.		(2) Motor Cycles.		(3) Motor Lorries and Tractors.		(4) Motor Omnibus		(5) Motor Taxi- Cabs.		(6) Total (1+2+3+4+5).	
19	19	10	19	19	19	19	19	19	19	19	19

Total number of Licences in District.

[illegible]

Special note should be made regarding the working of the Criminal Tribes Act, 1924, and the extent to which action has been taken under sections 21 and 27 inclusive of the Act, and particulars should also be furnished as required by the following table :—

Table showing the working of the Criminal Tribes Act, 1924.

(1)	District.
(2)	Names of notified gang of whom there are members resident of the district.
(3)	Total number notified under Criminal Tribes Act, section 3
(4)	Total number notified under Criminal Tribes Act, section 10
(5)	Total number notified under Criminal Tribes Act, section 11.
(6)	To Villages. To a Refor- matory Settle- ment.
(7)	Total number in Jail.
(8)	Total number abscon- ding.
(9)	Total number present in District as apart from a Reformatory Settlement
(10)	Remarks.

The Statistics required should be entered in the following form with such remarks as may be necessary :—

Working of the Preventive Section of the Law for the year 19

[illegible]

28. *Police Surveillance over History Sheet Criminals and Conditionally Released Prisoners.*

District.	Class of Criminals.	Number of Criminals under Surveillance at the end of 19	Number of Criminals brought under Surveillance during 19	Total of columns 3 and 4.	Number returned to honest livelihood and History Sheets discontinued.	Number emigrated or died during the year.	Total number of Surveillance Criminals (columns 6 and 7) whose History Sheets have been discontinued.	Number reconvicted and imprisoned during the year.	Total number under Police Surveillance	Number in Jail.	Total number at seconding or whose residences are not known.	Total at end of 19 (Total of columns 10 to 12.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	"A" Class Criminals.											
	1. Restricted persons.											
	2. Members of Criminal Tribes.											
	3. Conditionally released prisoners and persons on security under section 110, Criminal Procedure Code.											
	Total ...											
	"B" Class Criminals.											
	(Persons believed or suspected to be dangerous criminal or organisers of serious crime.)											
	GRAND TOTAL											

NOTE.—The totals entered in column 13 should agree with the total of column 5 minus the total of column 8.

A separate report should be made on "A" Class and "B" Class Surveillance Criminals. Any material increase under the latter category should be explained in detail the reasons for and the causes of the increase being given. The manner in which surveillance has been exercised and the extent to which the surveillance is

effective should be stated. The extent to which Magistrates have taken action under section 565 of the Criminal Procedure Code, should be noted and it should be specially reported whether the Police Station Surveillance Staff regularly note on History Sheet, Criminals living in villages which they visit.

(2) **Police Station Surveillance Staff.**—Give full details stating whether the system of surveillance is in full working order (if not explaining the reason) ; whether maps showing the villages in each Police Station are correct and in order ; the extent to which members of the Surveillance Staff were instructed in their duties and their work checked at Police Stations and Villages by superior officers ; the extent to which the Surveillance Staff have been found useful in the prevention of crime and in the surveillance of bad characters ; any case in which specially valuable information has been given by a member of the Surveillance Staff should be noted.

26. *Proclaimed and Absconded Offenders.*

Enter the following table with such remarks as may be necessary :—

Comparative Table of Proclaimed and Absconded Offenders.

(1)	Number of proclaimed and absconded offenders of the previous year remaining at large at the beginning of the year.	(2)	Number of proclaimed and absconded offenders advertised during the year.	(3)	Total.	(4)	By the district.	(5)	By other district.	(6)	By the district.	(7)	By other district.	(8)	Of those in column 1.	(9)	Of those in column 2.	(10)	Total.	(11)	Number of proclaimed and absconded offenders remaining at large at the close of the year.	(12)	Number of absconders arrested by the district for other district.
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Special note should be made as to what steps have been taken to arrest absconders, and what assistance has been received (a) from the Public, (b) from Police Station Surveillance Staffs.

Give also details of the arrest of non-gazetted absconders and state (a) the number of non-gazetted absconders of the district reporting arrested by the police of that district and (b) the number of non-gazetted absconders of other districts arrested by the police of the district reporting, etc.

30. *Identification of old Offenders (i.e., all persons who have been previously convicted of any offence under Chapters XII and XVII, Penal Code, and are reconvicted during the year).*

Enter the following table with such remarks as may be necessary; comment on and explain, if possible, special success or failure. State to what extent the system of identification by using finger impressions have been applied and what successes have been attained in identification by means of it :—

Table of Identification of old Offenders.

District.	Number of persons reconvicted for the								Total.	
	First time.		Second time.		Third time.		Fourth time and oftener.			
	Identified by the Police before sentence.	By the Jail officials after sentence.	Identified by the Police before sentence.	By the Jail officials after sentence.	Identified by the Police before sentence.	By the Jail officials after sentence.	Identified by the Police before sentence.	By the Jail officials after sentence.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

31. *Village Headmen and Rural Police.*

State to what extent village headmen and circle *thugyis*, as well as *ywagaungs* and *ten-house-gaungs*, have given assistance to the Police in the prevention and detection of crime and in resisting dacoits or robbers, whether they have been rewarded suitably and whether their relations with the Police are satisfactory. State separately the total number of village headmen, *ten-house-gaungs* and villagers rewarded for assistance rendered to the Police. The working of the Police Advisory Committees should also be commented on in this section.

32. *Escapes from Police Custody.*

Enter the number of persons who escaped during the year—

- (a) from Police escorts,
- (b) from Police lock-ups or Police Stations,
- (c) from hospitals,
- (d) from villagers.

and the number recaptured. Also mention the number of Civil and Military Police responsible for the escapes, their rank, and the punishment, if any, inflicted.

33. *Punitive Police.*

State particulars of any additional force quartered as a punitive measure, the strength, cost, and period for which entertained, with reasons for its imposition.

34. *Services of Officers.*

The name of the District Superintendent in charge of the district during the year, or, if there have been more than one, the names of such together with the periods during which they held charge should be entered. The names of officers of the rank of Assistant Superintendent, Deputy Superintendent, Inspector and Sub-Inspector, who have done good work during the year, may also be mentioned in their order of merit. Similarly those who have distinguished themselves by bad work or conduct should also be mentioned. In the former category the work done by each officer should be briefly described, e.g., one officer may be a good disciplinarian, another a good detective, a third may have distinguished himself by bravery, whilst a fourth may, through his influence and harmonious relations with headmen and the people, have succeeded in suppressing crime, etc. In the latter category the unsatisfactory work and conduct of the officer should be briefly described.

35. *Military Police.*

District Superintendents should enter such remarks as they may have to make concerning the Military Police under their orders, noting the duties which they perform and the extent to which they have been of use in the suppression of crime or otherwise. The discipline and conduct of the men and their relations with the people should be specially noticed. The sanctioned and actual strength of the Military Police on the 31st December of the year under report and their distribution should also be given. The report should be forwarded separately, through the Deputy Commissioner and Commissioner, to the Battalion Commandant concerned, who will forward with his remarks to the Inspector-General of Police.

NOTE.—The Provincial Police Administration Report compiled in the Office of the Inspector-General of Police will deal with the same subjects avoiding as far as possible the inclusion of any local tables. It will, however, include a brief resume of the more important orders, issued during the year of review.

APPENDIX A-XXIII.

STATEMENTS TO ACCOMPANY THE ANNUAL REPORT.

Statement A.—Return of Cognizable Crime (Form Ad. 1).

Part I.—Return of Cases.

Part II.—Return of Persons concerned in cases.

Statement AA.—Return of Cognizable Crime. *i.e.*, offences not specified in Statement A (Form Ad. 1A).

Part I.—Return of Cases.

Part II.—Return of Persons concerned in cases.

Statement B.—Return of Non-cognizable Crime (Form Ad. 2).

Part I.—Return of Cases.

Part II.—Return of Persons concerned in cases.

Statement C.—Property Stolen and Recovered (Form Ad. 3).

Statement C1.—Working results in all cases of important crime (Form Ad. 3B).

Statement D.—Return showing Strength and Cost of Police (Form Ad. 4).

Statement E.—Return showing equipment, discipline, and general internal management of the force (Form Ad. 5).

Full instructions for the compilation of Statements A, AA and C are given in Chapter XVIII of the Burma Police Manual, Volume I. Statement B should be compiled in accordance with the instructions issued for its compilation to District Magistrates.

Statement D.—(Form Ad. 4).

Column 2.—Figures for this column will be entered in the office of the Inspector-General of Police.

Columns 3 to 16.—The exact sanctioned strength of the Police Force of the district, paid for wholly or in part from Imperial or Provincial Revenues as it stands on the 31st December of each year should be shown in these columns and their total in column 17.

NOTE.—Columns 1 to 17 should be compiled at the same time as the annual armament statement is prepared in order that the figures in these columns may agree with the corresponding figures in the latter statement.

Column 18.—The exact cost of the actual (not sanctioned) strength of the force entertained during the financial year and payable from Imperial and Provincial Revenues should be shown. The cost of the force include—

- (a) Pay.
- (b) Horse and travelling allowance and all other allowances.
- (c) Contingencies of the District Police Force as well as the cost of the clerical establishment of District Superintendents.

Cost of controlling officers and their establishments will be added to the Provincial statement in the office of the Inspector-General of Police.

Column 19.—Will show the cost as detailed above, payable from other sources than Imperial or Provincial.

Column 20.—Figures entered in this column will equal the total of columns 18 and 19.

Columns 21, 22 and 23.—Figures for these columns should be obtained from the last Census report.

Columns 24, 25, 26 and 27.—Are self-explanatory.

Column 28.—Will show the total of column 7 minus column 10 of Statement A, Part I.

Column 29.—Is self-explanatory.

Statement E.—(Form Ad. 5).

NOTE.—In this return the total number of "Major" punishments inflicted and not the number of men punished must be entered.

For the the purposes of this return major punishments include—

(a) Reduction—

- (i) to any place in the rank in which he is serving, i.e., on the same pay, only seniority being effected;

- (ii) to a lower stage in the same time-scale permanently or temporarily, i.e., by reduction in pay by one or more increments ;
- (iii) to lower rank.

NOTE.—See paragraph 190 (4) of the Burma Police Manual, Volume I.

(b) Removal.

(c) Dismissal.

Minor punishments are not to be entered.

Columns 2, 3, 4 and 5.—The sanctioned and actual strength of the Police force excluding District Superintendents, Assistant Superintendents, and Deputy Superintendents as it stands on the 31st December of each year should be shown. Inspectors, Sub-Inspectors and European Sergeants, should be shown in the column "Officers." Station Writers, Head Constables and Constables should be shown in the column "Men."

Columns 6, 7 and 8.—These columns will show the sanctioned number of firearms in the districts.

NOTE.—1. Columns 1 to 8 should be compiled at the same time as the annual armament statement is prepared in order that the figures in these columns may agree with the corresponding figures in the latter statement.

2. Private weapons owned by Police Officers should not be included in the annual statement.

Columns 9 and 10.—In these columns departmental dismissals and removals only should be shown. Dismissals and removals, consequent on magisterial conviction and desertions should not be shown. A note should be made showing the number of officers and men—

(a) departmentally dismissed ;

(b) departmentally removed.

Columns 11 and 12.—All departmental major punishments as detailed in note above, other than dismissals and removals, should be shown.

Columns 13 to 20.—Are self-explanatory, but a note should be made showing the number of officers and men—

(a) dismissed as a result of conviction ;

(b) removed as a result of conviction.

Column 21.—Ordinary steps of promotion to officers and men to fill up vacancies should not be shown. Only promotions given as a reward for some specified act of merit should be entered.

Column 22.—In addition to rewards paid departmentally, money rewards granted by Magistrates under the provisions of any special or local law and number of good service certificates, granted during the year, should be included.

Columns 23 and 24.—Are self-explanatory.

Columns 25 to 29.—Re-enlistments within one year of resignation or discharge, and where the Inspector-General has expressly sanctioned the counting of previous service towards pension, should not be entered as a first enlistment in column 25, but in column 26, 27, 28 or 29, according as to the length of

previous service of the person re-enlisted, *i.e.*, 1 year and under 2 years ; 2 years and under 8 years ; 8 years and under 15 years ; and 15 years and over respectively.

Columns 30 and 31.—Are self-explanatory.

Column 32.—All dismissals and removals, whether departmentally inflicted or consequent on magisterial conviction, excepting dismissals and removals consequent on desertion, should be entered. The number of (a) dismissals, and (b) removals should be stated in a foot-note.

Column 33.—In this column discharges on account of physical or mental incapacity should be shown. Punishments, such as removal and resignations, should not be shown as discharges.

Column 34.—In this column the number of desertions taking place during the year should be shown. A note should be added mentioning the number of deserters brought to trial and convicted.

Column 35.—Is self-explanatory.

Columns 36, 37 and 38.—Show "percentages" and not actual figures. A foot-note should, however, be made showing the actual number of admissions into hospital during the year.

Method of calculating the percentages in columns 36 and 37, Statement E of the Police Administration Report.

In column 36 the percentage on the total actual strength of admissions into hospitals is required, and is arrived at by multiplying the total number of admission by 100 and dividing by the total actual strength.

In column 37 the percentage on total actual strength of the daily average number of men absent from duty on account of sickness is required. The total number of days spent in hospital by the total number of admissions should first be calculated ; this figure divided by 365 will give the daily average number of men sick in hospital ; this daily average multiplied by 100 and divided by the total actual strength of the force will give the percentage required.

Example.—Assuming that the actual strength of a force is 506, that the total number of admissions into hospital is 68, and that the total number of days spent in hospital by these 68 admissions is 792.

The percentage required in column 36 will be—

$$\frac{68 \times 100}{506} = 13.44$$

The percentage required in column 37 will be—

$$\frac{792 \times 100}{365 + 506} = 0.43.$$

NOTE.—Statements D and E of the Provincial Police Administration Report should exhibit figures for all districts in the Province including the Northern and Southern Shan States, Chin Hills, Railway Police, Criminal Investigation Department and Provincial Police Training School.

APPENDIX A-XXIV.

List of Periodical Reports, Returns and Indents due from District Superintendents of Police.

Serial No. (1)	Description of report, or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
	MONTHLY.			
1	Countersigned Contingencies under Police Food Supply.	7th of each month.	Direct ...	Superintendent of Police Supplies.
2	Countersigned Contingencies under "27. Ports and Pilotage—Purchase of Marine Stores, Fuel, etc."	7th of each month.	Do. ...	Nautical Adviser to Government of Burma.
3	Return of Force and Punishments.	10th of each month.	Deputy Inspector-General of the Range.	Inspector-General of Police, Burma.
4	Return of Deaths of European Officers, including Members of the Civil Service of India and Pensioners.	10th of each month.	Do.	Do.
5	Statement of contribution due and realized on account of additional Police Forces regularly supplied to Public Departments, Private Bodies, etc.	10th of each month.	Direct ...	Do.
6	Statement of Receipt and Expenditure.	7th of each month.	Do. ...	Do.
7	Result of inspections of the Register of Receipts and Sales of Arms and Ammunition of licensed vendors by Headquarters Assistants, Subdivisional Police Officers or District Superintendents of Police.	15th of each month.	Do. ...	Deputy Commissioner, paragraph 961.
8	Confidential Monthly Report of the District Superintendent of Police, or Assistant Superintendent of Police or Deputy Superintendent of Police in independent charge of a district.	15th of each month.	Deputy Commissioner and Commissioner.	Deputy Inspector-General of the Range.
9	Absentee statement of Head Clerks of the District Police Offices in Burma.	10th of each month.	Direct ...	Inspector-General of Police, Burma.

List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.

Serial No. (1)	Description of report, or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
	BI-MONTHLY.			
1	Statement of probable savings and excesses in the Civil Police Budget grants of District at the end of July, September, November and January.	1st week of August, October, December and February.	Direct ...	Inspector-General of Police, Burma.
	QUARTERLY.			
1	Statement of Inspections performed during the quarter.	15th January, 15th April, 15th July and 15th October.	Deputy Commissioner.	Deputy Inspector-General of Police.
2	Result of Inspections of Registers of Receipts and Sales of Military Stores of licensed vendors by Subdivisional Police Officers, Circle Inspectors or Town Inspectors.	End of each quarter.	Direct ...	Deputy Commissioner, vide paragraph 972.
3	Result of Inspections of the Explosives, Registers of Receipts and Issues and places of storage of explosives' licensees by the Circle Inspector of Police or the Subdivisional Police Officer where there is no Circle Inspector of Police.	End of each quarter.	Do. —	Deputy Commissioner, vide paragraph 972a
4	Statement showing the name and designation of the officer, and amount of service taxes recoverable from him whenever any charges are incurred in respect of rent (including service taxes) on hired quarters for Government servants.	By the 15th day of January, April, July and October of each year.	Do. ...	Accountant-General, Burma.

List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.

Serial No. (1)	Description of report or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
	QUARTERLY— <i>con. ld.</i>			
5	Statement showing particulars in respect of British Soldiers holding appointments carrying special rates of pay.	By the 5th day of January, April, July and October of each year.	Direct ...	Accountant General, Burma.
	HALF-YEARLY.			
1	Index to the Notices in the <i>Police Crime Gazette</i> of the preceding six months from the Register of Prisoners conditionally released and the Hue and Cry Index.	1st January and 1st July.	Direct ...	Deputy-Inspector-General for Railways and Criminal Investigation Department.
2	Indent for Clothing ...	1st January for first half-year from 1st April to 30th September and 1st July for second half-year from 1st October to 31st March.	Do. ...	Superintendent of Police Supplies.
3	List of Police Officers recommended for Indian Titles.	15th July and 15th December.	Deputy Commissioner, Commissioner and Deputy Inspector-General of Police of the Range.	Inspector-General of Police.
4	List of Police Officers recommended for Burmese Titles.	1st October and 1st March.	Do.	Do.
4A	List of Police Officers and Clerks recommended for Certificates of Honour and other tokens of recognition.	15th September and 15th February.	Do.	Do.

List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.

Serial No. (1)	Description of report or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
	HALF-YEARLY—<i>concl.</i>			
5	List of Police Officers who wish to or should appear for the examinations in Burmese and Hindustani at the Departmental Examinations held in June and November of every year.	15th March and 15th August.	Deputy Inspector-General.	Inspector-General of Police, Burma.
6	List of Police Officers who wish to or should appear for the examination in Criminal Law held in June and December of every year.	15th April and 15th October.	Do.	Do.
7	Recommendations for the I.S.O. and I.S.M.	1st September and 1st February.	Deputy Commissioner, Commissioner and Deputy Inspector-General of the Range.	Do.
8	Distribution list of all Sub-Inspectors of Police arranged in order of seniority.	10th May and 10th November.	Direct ...	Deputy Inspector-General of the Range.
	YEARLY.			
1	• • •	•	•	•
2	Confidential Reports on Assistant Superintendents of Police, Deputy Superintendents of Police, Inspectors of Police and Sergeants of Police.	10th January	Deputy Commissioner, Commissioner and Deputy Inspector-General of the Range.	Inspector-General of Police, Burma.

List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.

Serial No. (1)	Description of report or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
	YEARLY— <i>contd.</i>			
3	Return showing the quantity of High Explosives, Detonators and blasting powder in stock on the 31st December in Government Magazine.	1st February ...	Direct ...	Inspector-General of Police, Burma.
4	Direct copies of Annual Reports and Statements A to E and of all tables accompanying Annual Report.	15th February	Do. ...	Do.
5	List of non-gazetted officers 55 years of age.	1st March ...	Deputy Inspector-General.	Do.
6	Requisition for Oil, Lubricating (I.A. Form Z-2098).	1st March ...	Direct ...	Superintendent of Police Supplies.
7	Indent for Fish-oil Soap	15th April ...	Do. ...	Do.
8	Statement showing all sums drawn before the close of the financial year and remaining undisbursed on the 31st March.	1st week of April	(1) Inspector-General of Police, Burma. (2) Direct ...	Secretary to the Government of Burma, Finance Department. Inspector-General of Police, Burma.
9	Annual Report and Statements.	15th April ...	Deputy Commissioner, Commissioner and Deputy Inspector-General of the Range.	Do.
10	A certificate of check of the Stock Book. Police Register No. 47 (paragraph 993).	15th April ...	Deputy Inspector-General of the Range.	Do.

List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.

Serial No. (1)	Description of report or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
	YEARLY— <i>contd.</i>			
11	Return of Arms and Ammunition.	15th April ...	Direct ...	Superintendent of Police Supplies.
12	Return of Accoutrements.			
13	Return of Miscellaneous Stores.			
14	Names and addresses of the next-of-kin of European and Anglo-Indian Gazetted and Non-Gazetted Police Officers including Sergeants and Sub-Inspectors.	1st May ...	Do. ...	Inspector-General of Police, Burma.
15	Detailed Statement of Permanent Establishment on 1st April.	15th May ...	Do. ...	Accountant-General, Burma.
16	Certificate of verification of the records of service of non-gazetted officers.	15th May ...	Do. ...	Inspector-General of Police, Burma.
17	Recommendation for the grant of the King's Police Medal.	1st August ...	Deputy Commissioner, Commissioner and Deputy Inspector-General of the Range.	Do.
18	Recommendation for the grant of the Burma Police Medal.	1st August ...	Do.	Do.
19	Requisitions for practice ammunition (IA. Form Z-2098).	May and June for Lower Burma and July and August for Upper Burma.	Direct ...	Superintendent of Police Supplies.

List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.

Serial No. (1)	Description of report or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
	YEARLY— <i>contd.</i>			
20	Indent for Police Printed Forms.	30th June ...	Inspector-General of Police, Burma	Superintendent, Government Printing, Burma.
21	Indents for Stationery...	15th August ...	Direct ...	Inspector-General of Police, Burma.
22	Amendments to the List of Police Stations and Outposts corrected up to 30th June, with their nearest Post and Telegraph Offices and Police Stations.	15th July ...	Do. ...	Do.
23	Budget estimate ...	15th August ...	Do. ...	Do.
24	Consolidated statement of Public Works Department Major Works costing Rs. 10,000 and over from D.I.-G. concerned.	10th September	Do. ...	Do
25	Indents for Miscellaneous Printed Forms.	30th September	Inspector-General of Police, Burma.	Superintendent, Government Printing, Burma.
26	Annual Statement of Probable Anticipated Savings in Civil Police Budget grants from 1st December to 31st March.	10th December	Deputy Inspector-General of the Range.	Inspector-General of Police, Burma.
27	Certificates that the Magazine or Magazines containing explosives is in good condition and securely guarded.	31st December	Deputy Inspector-General of Police of the Range.	Do.
28	Arms, Ammunitions and Military Stores received and sold during the year by licensed vendors.	To be fixed by Deputy Commissioner.	Deputy Commissioner.	Commissioner.

List of Periodical Reports, Returns and Indents due from District Superintendents of Police—contd.

Serial No. (1)	Description of report or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
	YEARLY—<i>outl.</i>			
29	Result of Inspection of Register of Receipts and Sales of Arms, Ammunition and Military Stores of Licensed Vendors by District Superintendents of Police.	To be fixed by Deputy Commissioner.	Deputy Commissioner.	Commissioner, paragraph 1024.
30	Return of losses of all Firearms and Ammunition during the year ending 31st December.	1st January ...	Direct ...	Deputy Inspector-General for Railways and Criminal Investigation Department.
31	Annual recommendations for promotion to Deputy Superintendent of Police.	1st December	Deputy Commissioner, Commissioner and Deputy Inspector-General of the Range.	Inspector-General of Police, Burma.
32	Annual recommendation for promotion to Inspector of Police (from D.I.-G. concerned).	1st December	Deputy Inspector-General concerned.	Do.
33	Report on officiating Inspectors and Deputy Superintendents of Police as to their fitness for retention in their officiating ranks.	1st July ...	Deputy Inspector-General of Police concerned.	Do.
34	Yearly Certificate of possession of secret documents received from the office of the Inspector-General of Police, Burma.	15th March ...	Direct ...	Do.
35	Yearly Certificate of possession of secret documents received direct from the General Staff, Burma Independent District, Maymyo, or from any other authority.	1st June ...	Do. ...	General Staff, Burma Independent District, Maymyo, or other officer concerned.

List of Periodical Reports, Returns and Indents due from District Superintendents of Police—concl'd.

(1) Serial No	Desc. iption of report or return. (2)	Date on which due. (3)	Channel of submission. (4)	By whom to be dealt with. (5)
	YEARLY—concl'd.			
36	Copies of sanction of the Housing Committees, Commissioners of Divisions or Government, as the case may be, in the hiring of quarters for the Police Officers and men entitled to rent-free accommodation but for whom Government quarters are not available for the period from the 1st April to the 31st March of the succeeding year.	15th April ...	Direct ...	Inspector-General of Police, Burma.
37	Report on the traffic in women and children.	15th July ...	Do. ...	Do.
38	List of Petty Construction and Repairs works.	15th October ...	Do. ...	Do.
39	Annual return of offences under the Obscene Publications Act.	1st July ...	Do. ..	Crime Assistant to the Deputy Inspector-General of Police for Railways and Criminal Investigation.
40	List of holders of the Imperial Service Medal.	1st April ...	Do. ...	Inspector-General of Police, Burma.
	TRIENNIAL.			
1	Report regarding the number of arms and Armourer's tools inspected and not inspected by the Civil Chief Master Armourer and date of last inspection. (Due also from the D.I.G. for Railways and C.I. Burma.)	1st December every third year.	Do. ...	Inspector-General of Police, Burma.
	Occasional Reports.			
1	Handing over Note of Crime and Administration.	Before relief ...	Deputy Inspector-General of the Range.	Do.

APPENDIX A-XXV

List of Periodical Reports and Returns due in the office of a District Superintendent of Police.

Serial No. (1)	Description of report or return. (2)	Date on which due. (3)	From whom due (4)	Reference. (5)
MONTHLY.				
1	Return of punishments inflicted in Subdivisions by Officers other than the District Superintendent of Police (in manuscript)	To be despatched so as to reach the District Superintendent of Police's Office at the beginning of each month.	Subdivisional Police Officer and Circle Inspector of Police.	Burma Police Manual, Volume I, paragraph 952.
2	List of prisoners to be released (Form Jail No. 65).	To be despatched on the 15th of each month.	Superintendents of Jails.	Burma Police Manual, Volume I, paragraph 325.
3	Travelling Allowance bill of Police Stations (Form <small>Ad. 58</small> <small>Police 80</small>).	To be despatched within a week of the following month.	Police Station Officer.	Burma Police Manual, Volume II, paragraph 1383.
4	Dieting bill of Police Stations (Form <small>Ad. 60</small> <small>Police 28</small>).	To be despatched as soon as possible after the 15th of each month.	Do.	Burma Police Manual, Volume II, paragraph 1375.
5	Contingent and rent bills (in manuscript).	To be despatched as often as may be necessary, but not less than twice in a month.	Subdivisional Police Officer, if any, or Police Station Officer.	Burma Police Manual, Volume I, paragraph 747.
6	List of all direct cognizable cases tried by Magistrate.	To be despatched as soon as possible after the close of each month.	District Magistrate.	Burma Police Manual, Volume II, paragraph 1634.
7	Result of Inspection of Register of Receipts and Sales of Arms and Ammunition of licensed vendors.	15th of each month.	Headquarters Assistant, or Subdivisional Police Officer	Burma Police Manual, Volume I, paragraph 961.

* May be submitted more frequently than once a month if local conditions so require.

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List of Periodical Reports and Returns due in the office of a District Superintendent of Police-- contd.

Serial No.	Description of report or return.	Date on which due.	From whom due.	Reference.
(1)	(2)	(3)	(4)	(5)
	MONTHLY—contd.			
8	Hospital tickets issued by Police Station Officers (Form Ad 10).	20th of each month.	Police Station Officer.	Burma Police Manual, Volume II, paragraph 1163.
	QUARTERLY.			
1	Return of arms, accoutrements and miscellaneous stores issued by the Police Supply Department (Form Police 9-S).	1st January, 1st April, 1st July, and 1st October of each year.	Do.	Burma Police Manual, Volume II, paragraph 1389.
2	Statement of rewards paid to Police Officers by Magistrate under any express provision of law (in manuscript)	15th January, 15th April, 15th July and 15th October of each year.	Do.	Burma Police Manual, Volume I, paragraph 235. The information is required for the Annual Report.
3	Return of Inspections (Form Ad. 21).	To be despatched on the last day of each quarter.	Subdivisional Police Officer and Circle Inspector of Police	Burma Police Manual, Volume I, paragraph 965.
4	Result of Inspections of Register of Receipts and Sales of Military Stores of licensed vendors.	End of each quarter.	Subdivisional Police Officer, Circle Inspector of Police or Town Inspector of Police.	Burma Police Manual, Volume I, paragraph 972.
	YEARLY.			
1	Statement A, Parts I and II (Form Ad 1).	15th January of each year.	District Magistrate.	Burma Police Manual, Volume I, paragraph 274.
2	Statement B, Parts I and II (Form Ad. 2).	Do.	Do.	Do.
3	Statement C (Form Ad. 3).	15th January of each year.	District Magistrate.	Burma Police Manual, Volume I, paragraph 274.

List of Periodical Reports and Returns due in the office of a District Superintendent of Police—concl'd.

Serial No.	Description of report or return.	Date on which due.	From whom due	Reference.
(1)	(2)	(3)	(4)	(5)
	YEARLY—concl'd.			
4	Statement showing number of licences to carry firearms issued during the year (in manuscript).	Do.	Do.	Information required for the Annual Report, Appendix A-XXII, Burma Police Manual.
5	Return of Musketry practice (Form Ad. 25).	To be despatched as soon as possible after the completion of the Annual Musketry Course.	Officer conducting practice.	Drill and Musketry Manual, paragraph 93 (16).
6	Return of furniture and miscellaneous stores not issued by the Police Supply Department (Form Miscellaneous 6-S).	1st January of each year.	Circle Inspector of Police, or Subdivisional Police Officer.	Burma Police Manual, Volume II, paragraph 1393.

APPENDIX A-XXVI.

THE LEVY, COLLECTION, EXPENDITURE AND ADJUSTMENT OF THE COST OF PUNITIVE POLICE.

Local Government Circular No. 68, dated the 23rd August 1907.

The following rules for the levy, collection, expenditure and adjustment of the cost of additional police employed under sections 24-25 of Act VI of 1945 are circulated for the information and guidance of all officers concerned in supersession of the rules published in Judicial Department Circular No. 42 of 1895, as amended by Circular No. 26 of 1906.

2. It will be observed that Rules 1 and 16 have been amended to provide for the levy of pensionary charges in accordance with Article 386 (f), Civil Service Regulations.

Rules for the Levy, Collection, Expenditure and Adjustment of the cost of additional Police employed under sections 24-25 of Act VI of 1945.

1. When it is considered that any area is in a disturbed or dangerous state or that from the conduct of the inhabitants or of any class or section of them it is expedient to increase the number of police in that area, the Deputy Commissioner shall call upon the inhabitants of such area to show cause why the number of police should not be increased. If he deems the cause shown to be insufficient, he shall submit a statement to the Commissioner of the Division specifying the strength of the additional force required, with an estimate of the cost. The statement and estimate shall be prepared in consultation with the Superintendent of Police of the District. The estimate must show the proposed cost of the pay of the force and must include incidental charges, which should be shown in detail under the following heads:—

- (1) Cost of building, police-stations or barracks.
- (2) Cost of clothing (i.e., $\frac{1}{2}$ per cent per month on the monthly cost of the force of every month for which the force is proposed to be entertained).
- (3) Wear and tear of arms and ammunition (i.e., $\frac{1}{2}$ per cent per month for every month for which the force is proposed to be entertained, the percentage being calculated on the estimated monthly cost of the force).
- (4) Other contingencies, such as lighting, etc. (at $\frac{1}{2}$ per cent of the monthly pay of the force).
- (5) Travelling charges (according to estimated requirements).
- (6) Pensionary charges [calculated in accordance with Rule 16 (c).]

2. After scrutinising the proposal and examining the estimate, the Commissioner of the Division, if he approves the proposal and considers the estimate correct, shall forward them to the Inspector-General of Police for submission to the Local Government.

3. The Inspector-General of Police shall submit the proposal with the estimate to the Local Government with his report on them.

4. If the proposal is approved, the Local Government will issue the necessary notification in the *Burma Gazette* specifying the strength of the force, the total estimated cost to be recovered, and the period for which the force is to be entertained.

5. On publication of the notification the Inspector-General of Police shall issue the necessary orders for the entertainment of the force.

6. In accordance with sections 24-25 of Act VI of 1945, the Deputy Commissioner, after such enquiry as he may deem necessary, shall assess the proportion in which the amount is to be paid by the inhabitants according to his judgment of the irrispective means. The amount to be so assessed shall be in the first instance the exact amount of the estimated cost as notified in the Gazette, neither more nor less.

"Inhabitants" includes persons who themselves or by their agents or servants occupy or hold land or other immovable property within the area in which the police force is to be increased, and landlords who themselves or by their agents or servants collect rents direct from

raiyats or occupiers in that area, notwithstanding that they do not actually reside therein.

7. Special pages must be opened by the Deputy Commissioner in the Revenue Demand Register, and a balance must be struck every month showing clearly the amount still due for collection.

8. At the close of each month the Deputy Commissioner shall show separately in his statement of monthly revenue collections submitted to the Commissioner of the Division the amount collected during the preceding month under each notification, a separate column or line being given to each separate notification.

9. The Commissioner of the Division shall watch the collections in his capacity as revenue controlling officer. If the Commissioner finds that the collections are not being made with due regularity, he shall call the attention of the Deputy Commissioner to the fact and issue necessary orders on the subject.

10. All proposals for remissions should be submitted by the Deputy Commissioner to the Commissioner for the sanction of the local Government. If sanction is accorded the amount so sanctioned will be written off the demand register in the office of the Deputy Commissioner.

11. To check the monthly collections reported by the Deputy Commissioner to the Commissioner, the Accountant-General shall also report to the Commissioner the actual amount shown in the treasury cash account as collections on account of punitive police-tax.

12. The District Superintendent of Police shall submit separate pay bills for each punitive police force in his district. Each bill shall be distinctly headed with the notification under which the force is entertained.

13. The District Superintendent of Police shall keep separate pages in his contingent register for each force and shall be careful not to mix up these charges with one another or with the general contingent charges of the District force. The accounts shall be drawn on separate contingent abstracts headed "Police Department Notification No. , dated , " and adjusted by separate monthly detailed bills, which shall be submitted to the Inspector-General of Police as controlling officer for countersignature.

14. The Inspector-General of Police, as controlling officer for expenditure, shall scrutinize the charges, specially in reference to the amount shown in the notification as incidental charges (i.e., the total estimated amount less the pay of the force shown in the margin of the notification) and shall see that the charges are properly debitable to the force and not to the general charges of the district.

15. The Inspector-General of Police shall enter the charges in separate pages of his contingent register a separate page being assigned for the expenditure of the force raised under each notification. The progressive total in the register will show whether the estimate for incidental charges alluded to in Rule 14 has been exceeded or not. If the Inspector-General finds that the estimate is being exceeded he shall bring the fact to the notice of the Commissioner, who shall, if

necessary, direct the Deputy Commissioner to make a further assessment.

16. (a) At the end of the period for which the force is entertained the Deputy Commissioner, in consultation with the District Superintendent of Police shall make up an account-current of receipts and charges in connection with each force in the form attached to these rules. The cost of clothing and arms and accoutrements cannot always be charged separately to the punitive police owing to the short duration of the entertainment of the force. These items should generally be supplied from the stock for the general force of the district, unless the punitive force is to be entertained for a long period; but in the account the amount of incidental charges for clothing and arms and accoutrements calculated in accordance with Rule 1 should be separately charged as expenditure on that account in order to arrive at the actual net surplus of the collections.

(b) The account will be prepared in triplicate and the copies will be sent one each to the Accountant-General, the Commissioner of the Division and the Inspector-General of Police. If the receipts exceed the expenditure the Deputy Commissioner under the Commissioner's orders, shall refund the excess rateably to the persons from whom the cost of the force has been collected. The Commissioner and the Deputy Commissioner are responsible that refunds under this rule are not made unless they are due.

(c) When the account-current is being finally adjusted, the actual cost of pensionary contributions for the force shall be calculated in accordance with the provisions of Article 386 (f) of the Civil Service Regulations, i.e., according to the following scale—

(i) for officers merely temporarily engaged and not belonging to the permanent police force—nothing.

(ii) for officers of the regular police force—

(1) on pay not less than Rs. 100 a month—1/6th of pay.

(2) on pay of less than Rs. 100 a month—1/12th of pay.

17. The Deputy Commissioner shall be responsible that the refunds are made to the proper persons, and shall in every case obtain the receipt of the payee for the amount paid. The receipts shall accompany the monthly accounts sent to the Accountant-General.

18. If the expenditure exceeds the receipts, the Deputy Commissioner under the Commissioner's orders shall ordinarily make a further assessment and shall collect the amount necessary to make up the deficiency. If for any reason the Deputy Commissioner considers that a further assessment should not be made, he shall represent the matter to the Commissioner who shall, if he agrees with the Deputy Commissioner, refer the matter through the Inspector-General of Police for the orders of the Local Government.

19. When all the receipts and expenditure have been brought to account and any refunds under Rule 16 paid, a statement showing the receipts and expenditure shall be prepared by the Deputy Commissioner and submitted through the Commissioner, Inspector-General of Police, and Accountant-General, to the Local Government for information and for orders, if necessary. The statement shall be in the form attached to these rules.

An account-current showing the receipts and expenditure in connection with the punitive police force entertained under Local Government's Notification No. , dated 19 .

Month of credit in Treasury Accounts.	Particulars of Receipts.	Amount.	Date of payment by Treasury.	Treasury voucher number.	Particulars of Payment.	Amounts.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
April 1907.	Punitive Police tax.	Rs	Pay of force for 1907.	Rs.
May 1907.	Do.	Do.	
June 1907.	Do.	Contingencies for 1907.	
July 1907.	Refund of un-disbursed pay (made this month in cash as there is no subsequent bill by short-drawal from which the amount can be adjusted).	Pay of force. Total Cash payment. Add.— Pensionary charges credited to Government.* Amount of estimated cost for clothing. Arms and accoutrements as fixed in the notification. Total expenditure. Refund of excess collections.	
	Total		

* To be calculated in the manner prescribed in Article 386 (f), Civil Service Regulations, on the actual permanent staff employed—See Rule 16 (c).

Checked with Treasury accounts and found correct.

Treasury Officer.

Dis. Supdt. of Police

Dy. Commr.

Dist.

APPENDIX A-XXVII.

RULES RELATING TO THE FORMATION AND DUTIES OF THE STANDING MEDICAL BOARD OF THE CIVIL DEPARTMENT AT RANGOON.

GOVERNMENT OF BURMA.

PUBLIC HEALTH DEPARTMENT (MINISTRY OF EDUCATION).

"G" Circular No. 8 of 1935, dated the 19th February 1935.

The following rules relating to the formation and duties of the Standing Medical Board of the Civil Department at Rangoon, are published for general information.

Rules 1, 2, 3 and 4 of the Rules published in the Annexure to General Department Circular No. 1 of 1908, as subsequently amended, are hereby superseded.

RULES.

1. The Standing Medical Board of the Civil Department is at Rangoon. It is composed of three Medical Officers, and is convened by, and is under the control of, the Inspector-General of Civil Hospitals. It is constituted for the purpose of (a) examining candidates selected for admission to gazetted appointments; (b) examining Civil officers applying for leave on medical certificate, for special disability leave (Fundamental Rule 83), for wound and injury pensions [Article 742 (i) (c), Civil Service Regulations] or for commutation of pension. The Standing Medical Board may also perform such other duties as the Inspector-General of Civil Hospitals may from time to time find necessary to entrust to it. For purposes of Article 442, Civil Service Regulations, however, an invaliding Committee may be constituted at Mandalay consisting of the Civil Surgeon and the Jail Superintendent. The Inspector-General of Civil Hospitals can authorize the assembly of Medical Boards when necessary at Mandalay, Maymyo, and other stations where the services of Medical Officers are available.

2. (a) The Inspector-General of Civil Hospitals is *ex-officio* President of the Board. In his absence a senior Medical officer at Rangoon may be detailed by him to act as President.

(b) The following officers are the ordinary members of the Board; and any two of them shall be selected by the Inspector-General of Civil Hospitals (in accordance with a roster kept in his office), to sit on the Board convened from time to time :—

- (1) The Medical Superintendent, General Hospital, Rangoon.
- (2) The Civil Surgeon, Rangoon (West).
- (3) The Civil Surgeon, Rangoon (East).
- (4) The First Physician, General Hospital, Rangoon.
- (5) The First Surgeon, General Hospital, Rangoon.
- (6) The Ophthalmic Surgeon, General Hospital, Rangoon.
- (7) The Medical Superintendent and Gynaecologist, Dufferin Hospital, Rangoon.
- (8) The Third Physician, General Hospital, Rangoon.
- (9) The Third Surgeon, General Hospital, Rangoon.
- (10) The Medical Superintendent, Mental Hospital, Tadagale.
- (11) The Senior Assistant Medical Superintendent, General Hospital, Rangoon.
- (12) The Junior Assistant Medical Superintendent, General Hospital, Rangoon.
- (13) The Civil Surgeon, Insein (Reserve).

N.B.—The medical attendant of the applicant for leave shall not sit on the Board.

(c) The Standing Civil Medical Board meets at the General Hospital, Rangoon, once a week (ordinarily the Tuesday of each week) and except for very urgent reasons does not meet oftener. The time of meeting is 9 a.m.

3. (a)

APPENDIX A-XXVIII.

RULES REGARDING PREFERENTIAL TREATMENT OF NATIVES OF BURMA
IN GOVERNMENT SERVICE.

From the Hon'ble Mr. C. M. WEBB, I.C.S., Chief Secretary to the Government of Burma, to the Financial Commissioner, Burma; Commissioners and Heads of Departments; the Registrar, Chief Court, Lower Burma; the Judicial Commissioner, Upper Burma; the Chairman, Selection Board for the Subordinate Civil Service,—General Department letter No. 259T.—2M.-42, dated the 9th September 1919.

The Local Government has had under consideration the question of the preferential employment of natives of Burma in Government service, and the following general declaration of policy on the subject is issued for the guidance of authorities responsible for filling appointments. The principle to be followed should be to secure that, subject to the paramount requirements of efficiency, and to the possession of the requisite qualifications for appointment, natives of Burma educated within the Province shall be selected for Government employment in preference to persons born and educated in India, who have come to Burma merely to obtain employment. The term "natives of Burma" is not to be limited to persons of pure Burmese race, nor to members of the indigenous races of the Province. It includes Anglo-Burmans, Anglo-Indians, Indo-Burmans, Indians, Chinese or Burmo-Chinese who have been born in Burma and are domiciled in Burma. It is not intended to exclude from Government service any person born, educated and domiciled in Burma, so long as he is a British subject and is otherwise fully qualified for the particular appointment under consideration. It is not necessary to prescribe precise definitions of the persons who are eligible for admission to Government service, and of those who should be excluded. Ordinarily, any person who is a member of a race, other than one of the indigenous races of Burma, should be required to show that he was born and educated and is domiciled in Burma, that his parents had been settled in the Province for a number of years and were domiciled in Burma, and that Burma can be regarded as his permanent home.

From the Hon'ble Mr. C. M. WEBB, I.C.S., Chief Secretary to the Government of Burma, to the Commissioner of Settlements and Land Records, Burma,—No. 258T.—2M.-42, dated the 4th October 1919.

In reply to your letter No. 529—1F.-20, dated the 23rd September 1919, I am directed to say that the orders contained in my letter No. 259T.—2M.-42, dated the 9th September 1919, regarding the preferential employment of natives of Burma in Government service apply also, as far as feasible, to the employment of menials in Government service.

Endorsement by J. E. GILLIES, Esq., I.C.S., Under Secretary to the Government of Burma,—No. 195T.—2M.-41, dated the 4th October 1919.

Copy forwarded to the Commissioners and Heads of Departments for information in continuation of letter No. 259T.—2M.-42, dated the 9th September 1919.

Endorsement by Chief Secretary to the Government of Burma, Home and Political Department,—No. 253E-25, dated the 11th June 1925.

Order of Government, dated the 26th May 1925.

That in all notices calling for candidates for Government appointments or stipends tenable during courses of training with a view to Government appointments it should be laid down* (save in cases in which the Local Government has sanctioned the relaxation of this rule) that candidates must have been born or must be domiciled in Burma and have a good knowledge of the Burmese language.

* Inserted by General Department,—No. 253E-25, dated the 8th August 1925.

APPENDIX A-XXIX.

GRANT OF ADVANCES OF TRAVELLING ALLOWANCE TO SUBORDINATE POLICE OFFICERS OF AND BELOW THE RANK OF INSPECTOR OF POLICE TRAVELLING ON DUTY BEYOND THE LIMITS OF THEIR DISTRICTS.

The following communications are reproduced below for general information and guidance :—

(i) The amounts advanced should be adjusted as soon as possible after the return of the officers and men to their headquarters station by presentation of regular travelling allowance bills at the Treasury.

(ii) The procedure for the grant of advances from the imprest held at headquarters and police-stations is laid down in paragraphs 1383 to 1388 of the Burma Police Manual, Volume II.

Government of Burma, Financial Department, letter No. 27L-27 (49), dated the 4th April 1927, from the Deputy Secretary to the Government of Burma (Finance and Revenue Department), to the Inspector-General of Police, Burma.

SUBJECT.—*Opening of a special advance account with the Treasuries in Burma for the purpose of granting advance of travelling allowance Subordinate Police Officers of and below the rank of Inspector travelling on duty beyond the limits of their Districts.*

In reply to your letter No. 472—14A-73, dated, the 10th January 1927, requesting sanction to the grant to Subordinate Police Officers of and below the rank of Inspector, of an advance equivalent to the amount that they are likely to expend on each occasion on which they travel beyond the limits of their districts on duty, I am directed to say that the Accountant-General, Burma, reports that your proposal is likely to result in a large number of individual advances, and that the watching of each advance will considerably increase the work in his office. The Governor in Council therefore sanctions instead of the opening of special Advance Accounts with the treasuries for this purpose, from which money required from time to time for such advances, may be drawn by the District Superintendents of Police on simple receipts against this account. District Superintendents of Police will be personally responsible for the amounts drawn, for their subsequent recovery from the individuals concerned, and for the payment of the amounts so recovered in cash into the Treasury to the credit of this special Advance Account.

Letter No. T.M.-24-31-104, dated the April 1927, from the Accountant General, Burma, to all Treasurers Officers in Burma.

The Local Government in their Financial Department letter No. 27L-27 (49), dated the 4th April 1927, to the address of the Inspector-General of Police having sanctioned the opening of a special advance account in the treasuries from which money required from time to time may be drawn on simple receipts by the District Superintendents of Police for granting advances of travelling allowance to Subordinate Police Officers of and below the rank of Inspectors travelling on duty beyond the limits of their districts, I have the honour to request that such advances and their repayments may be recorded under a special advance named "Advances for travelling expenses of Subordinate Police Officers" under "advances repayable, Special Advances" and shown in the *plus* and *minus* memorandum attached to the monthly Police Departmental receipt schedules.

Endorsement by U SGT, Deputy Accountant-General, Burma,—No. T.M.-24-31-105 dated the 30th April 1927.

Copy forwarded to the Inspector-General of Police for information and issuing the following instructions to the District Superintendents of Police :—

Money required from time to time may be drawn by the District Superintendents of Police on simple receipts clearly marked as debitable to "Advances for travelling expenses of Subordinate Police Officers." They will be held personally responsible for the advances drawn and for their subsequent recovery from the individuals concerned and credit into the treasury. The chalan should also clearly indicate the special advance classification.

Letter No. 9415M.F.-8, dated the 27th May 1927, from the District Superintendent of Police, Yamethin, to the Deputy Inspector-General of Police (Administration) Burma, Rangoon.

SUBJECT.—*Admissibility of Advances for travelling expenses of Subordinate Police Officers before proceeding on duty beyond their own districts.*

With reference to the orders contained in memorandum No. 81, of the *Burma Police Gazette*, Part II, dated the 14th May 1927, on the above subject, I have the honour to request you to kindly inform me whether it would be admissible to draw advances under the orders, referred to above, from this District Treasury for Subordinate Police Officers of other Districts who may come on duty to this District with funds subsequently found insufficient to meet their travelling expenses. If admissible, it will solve the question previously raised on this subject in this office Administrative Department letter No. 8174—1A.-23, dated the 9th May 1927.

2. The usual reasons given by Subordinate Police Officers of other Districts in support of their application to this office for an advance are that they hurriedly left their districts in hot pursuit of criminals without being able to find sufficient funds or that the advances they had received from their own districts, were insufficient to meet further travelling expenses to go on to other places than those originally intended.

3. The favour of an early reply is requested.

Letter No. 8329—14A.-73, dated the 28th June 1927, from the Inspector-General of Police, Burma, to the Accountant-General, Burma.

SUBJECT.—*Opening of a Special Advance Account with the Treasuries in Burma for the purpose of granting advance of Travelling Allowance to Subordinate Police Officers travelling on duty beyond the limits of their Districts.*

With reference to the Finance Department letter No. 27L27, dated the 4th April 1927, on the abovementioned subject, I have the honour to forward herewith a copy of letter No. 9415—M. F.-8, dated the 27th May 1927, from the District Superintendent of Police, Yamethin, and to inform you that I propose to issue orders to the effect that the Special Advance Account can be utilized for the grant of advance of Travelling Allowance also to Policemen from other districts in the circumstances explained in paragraphs 1 and 2 of the District Superintendent of Police's letter cited above.

2. I have the honour to enquire whether there is any audit objection to my proposal mentioned in paragraph 1 above.

3. The favour of an early reply is requested.

Letter No. T.M.-575—24-31, dated the 20th July 1927, from the Accountant-General, Burma, to the Inspector-General of Police, Burma, Rangoon.

SUBJECT.—*Utilization of the Special Advance Account sanctioned in Local Government Financial Department letter No. 27L27 (49), dated the 4th April 1927.*

With reference to your letter No. 8329—14A.-73, dated the 28th June 1927, I have the honour to state that in Local Government Financial Department letter No. 27L27 (49), dated the 4th April 1927, the District Superintendent of Police is personally responsible for the amount drawn, for their subsequent recovery from the individual concerned, and for the payment of the amounts so recovered in cash into the Treasury to the credit of the Special Advance Account. The District Superintendent of Police should therefore grant advances from the Special Advance Account only to those Policemen who are under his control as otherwise it will not be possible for him to observe the condition stated above. I may also add that your proposal in the letter under reply will be a source of numerous accounts difficulties both to the District Superintendent of Police and to the Audit Office.

APPENDIX A-XXX.

GRANT OF ADVANCES OF TRAVELLING ALLOWANCE TO THE MEMBERS OF THE FLYING SQUAD.

The following is published for general information and guidance of all District Superintendents of Police, etc.

2. If the advance is made at the close of a month and if the communication addressed by post to the District Superintendent of Police, Mandalay, Lusein intimating the grant of the advance is not likely to reach the office of the District Superintendent of Police concerned on or before the forenoon of the last working day of that month, the intimation should be sent in advance by telegram.

Financial Department letter No. 27L27 (676), dated the 17th February 1928, from the Additional Secretary to the Government of Burma, Finance Department, to the Inspector-General of Police, Burma.

SUBJECT.—*Rules for the Grant of Advance of travelling expenses to the Members of the Flying Squads. Special Advance Account with the Treasuries in Burma.*

I am directed to refer to your letter No. 10992—14A.-73, dated the 31st August 1927, on the subject of the opening of a Special Advance Account with the Treasuries in Burma with a view to the making of advances of travelling allowance to members of the Flying Squad and to say that a Special Advance Account may be opened for the purpose as proposed by you.

2. I am to authorize at the same time the introduction of the accompanying rules to regulate the grant of advances from this fund to meet the travelling expenses of Flying Squad Officers and to ask that they be carefully observed. In cases where the advances are granted in another district, the initials of the officer who has taken the advance should be taken in column 3 of Form B on his return to the headquarters at Meiktila or Insein as the case may be. An abstract of monthly transactions should be worked out in Form D attached to the rules and be verified with the Treasury figures by the 10th of the following month.

3. Advances should not be given from this account as a matter of course but should be restricted to cases of real necessity.

4. The rules may be given effect to from the 1st March 1928.

RULES FOR THE GRANT OF ADVANCES OF TRAVELLING EXPENSES TO FLYING SQUAD OFFICERS.

1. Advances of travelling expenses made to Flying Squad Officers should be recorded in a Register in the Forms A and B attached to these rules which should be maintained by the District Superintendent of Police, Mandalay
Insein.

2. When a Flying Squad Officer proceeds on duty he shall be provided with a memorandum duly filled in in Form C attached to these rules.

3. A Flying Squad Officer while on tour is authorized in case of necessity to apply to the District Superintendent of Police of the area in which the need arises for a further advance on account of travelling expenses, producing the memorandum ordering him to leave his headquarters on tour, and explaining the grounds on which a further advance is desired.

4. If the District Superintendent of Police is satisfied that the applicant has been duly authorized to proceed on tour and that the further advance applied for by him is reasonable, he will draw the amount on a separate establishment pay bill form, on which the advance will be classified as an "Advance of Travelling Expenses for Subordinate Police Officers, Flying Squad Officers, Mandalay,
Insein" disburse the amount to the officer concerned, enter in the original memorandum

FORM C.

MEMORANDUM.

No.

The bearer, Mr. Maung, (rank) of the Flying Squad, Northern Range, has been authorized by me to proceed on duty to Southern (destination). A sum of Rs. (in words) has been advanced to him on account of travelling expenses.

Dated, Meiktila the Insein

19

District Superintendent of Police

I have advanced Mr. Maung of the Flying Squad Northern Range, Rs. (in words) on account of travelling expenses and his (stamped) receipt for the amount was forwarded to the District Superintendent of Police, with my letter No. 19 dated the

Dated this

19

District Superintendent of Police

FORM D.

Mon'h.	Total amount drawn as per column 3 in Form A.	Total of amount refunded as per column 4 in Form B	Balance at the end of the month.	Initials of the District Superintendent of Police.	Initials of the Treasury Officer.
(1)	(2)	(3)	(4)	(5)	(6)
	Rs.	Rs.	Rs.		

APPENDIX A-XXXI.

GOVERNMENT OF BURMA, POLICE DEPARTMENT "L" CIRCULAR NO. 6 OF 1934, DATED THE 15TH MARCH 1934.

(Not translated into Burmese.)

Substituted by Home Department Confidential Memorandum No. 441A44, dated the 31st December 1945, and Addendum, dated 5th March 1946, "Method of preparation and communication of confidential reports on officers."

APPENDIX A XXXII.

Letter No. 328L25 (R.N. 1364), dated the 29th October 1925, from the Secretary to the Government of Burma, Finance and Revenue Department, to the Inspector-General of Police, Burma.

SUBJECT.—*Scheme for the hiring of quarters for Government Officers entitled to free quarters and not supplied with Government residences.*

With reference to the correspondence ending with your letter No. 1806-11A-46-11A-65, dated the 24th February 1925, regarding the proposal to standardise house rent allowance in the case of officers entitled to free quarters and not supplied with Government residences, I am directed to say that the Government of Burma is pleased to direct that all quarters for officers who are entitled to Government quarters free of rent, but for whom Government quarters are not available, shall be hired, and the rent be paid by Government and not by the officer himself. The hiring of such quarters shall be regulated by the following orders.

2. In order to ensure that the house selected is suitable in all the circumstances of the particular case and that the rent charged is reasonable, a Housing Committee shall be formed in each district consisting of the Deputy Commissioner as Chairman and the Executive Engineer as Member, both *ex-officio*, and a third member who will be in each case the chief officer in the district of the Department for which accommodation is required, e.g., when the Committee has to rent a house for a Jailor, the third member of the Committee will be the Superintendent of the Jail; when it has to rent a house for a Sub-Assistant Surgeon the third member will be the Civil Surgeon, and when it has to rent a house for a Policeman, the third member will be the District Superintendent of Police.

3. The Government of Burma does not consider it necessary to prescribe in detail any rules regarding the procedure by which the Committee should discharge its responsibilities. It may sanction the renting of quarters for officers who are, under Local Government's orders, entitled to free quarters within the following limits. The Commissioner of the Division is also empowered at the Committee's instance to sanction the renting of quarters at the higher rates where the Committee is unable to obtain quarters at the lower rates:—

- (a) For officers the average cost of whose post does not exceed Rs. 30, the Committee may sanction the hiring of quarters at a rent not exceeding 50 per cent of the average pay and the Commissioner at a rent not exceeding 40 per cent.
- (b) For officers the average cost of whose post exceeds Rs. 30 but does not exceed Rs. 50, the corresponding percentages to be 25 and 33½.
- (c) For officers the average cost of whose post exceeds Rs. 50 but does not exceed Rs. 80, the corresponding percentages to be 20 and 25.
- (d) For officers the average cost of whose post exceeds Rs. 80 but does not exceed Rs. 150, the corresponding percentages to be 15 and 20.

(c) For officers the average cost of whose post exceeds Rs. 150 but does not exceed Rs. 300, the corresponding percentages to be 10 and 15.

(f) For officers the average cost of whose post exceeds Rs. 300 the corresponding percentages to be Nil and 10.

Subject to the proviso that in cases falling under sub-paragraphs (b), (c), (d), (e) or (f) the Committee or the Commissioner shall have power to sanction the maxima admissible in cases falling under sub-paragraphs (a), (b), (c), (d) or (e) respectively. For example, the maxima which the Committee and the Commissioner can sanction under (d) are 15 per cent and 20 per cent of Rs. 150 or Rs. 22-8 and Rs. 30 respectively. Under the proviso the Committee will be able to sanction for an officer drawing Rs. 160 a month the renting of a house costing Rs. 22-8 though 10 per cent of Rs. 160 which is in class (e) is only Rs. 16, while the Commissioner will be able similarly to sanction a rent of Rs. 30 in the same case.

4. If the percentages given above are found to be in practice too low in respect of any towns, the Commissioner will have to make out a case for sanctioning a higher scale and submit the case for the orders of the Local Government.

5. It may be observed that there is no single time-scale of pay yet sanctioned for Jailors of which the average can be taken for the purpose of fixing the Committee's and the Commissioner's powers, Jailors still being divided into six grades but in paragraph 27c of the Manual of Appointments and Allowances, Volume II, a tabular statement has been drawn up assigning the posts of Jailors in different class of jails to different grades of Jailors. The average to be taken, therefore, in any particular case of a house for a Jailor should be the average of the two or more grades grouped together in that statement.

6. The above scheme will be of general application throughout the Province, except in the case of Rangoon, where the Committee should consist of the Collector, Rangoon Town, the Rangoon Estate Officer and the District Officer of the Department concerned; the limits of the powers of the Committee and the Commissioner are also doubled in the case of Rangoon.

7. The scheme shall not interfere with existing sanctions to hiring of quarters for officers until the present incumbent of each post next vacates that post whether on leave, transfer, retirement or death, but shall be introduced gradually as the present incumbents are changed.

Inspector-General of Police's Circular Memorandum No. 1297-11A-65, dated Rangoon, the 10th February 1930.

SUBJECT.—*Procedure for the hiring of quarters for Police Officers and men entitled to free quarters and not supplied with Government residences.*

It has been brought to the notice of the Inspector-General of Police that much extra work is caused by the practice in most districts—

- (1) of applying yearly for sanction to the payment of rents for all individual officers and men for whom Government quarters are not available; and
- (2) of applying for fresh sanction whenever an officer or man is transferred.

2. The Inspector-General of Police is of opinion that it would reduce work and obviate unnecessary correspondence and delay if the sanction of the Housing Committee or of the higher authority concerned were accorded to the occupation of a certain house at a certain rent by an officer or man whose designation, and not name, should be given. If this is done it will not be necessary to get sanction yearly nor even when there are changes of incumbents as the incoming officer, who will be of the same rank and entitled to the same accommodation, can be requested to occupy the quarters vacated by the out-going officer. District Superintendents of Police and other Heads of Police Offices who are members of a Housing Committee are therefore directed to ask the Housing Committee concerned to issue sanction on these lines. It may be pointed out to Housing Committees that this circular is issued with the approval of the Local Government.

3. Attention is invited to the principles enunciated in the Local Government Financial Department letter No. 155L28 (658), dated the 25th October 1928, published under *Police Gazette* Memorandum No. 138 in Part II of the *Burma Police Gazette*, dated the 17th November 1928, regarding the desirability of executing formal leases when it is beneficial to Government to do so.

APPENDIX A-XXXIII.

From the Government of India, Army Department, to all Local Governments and Administrations,—No. A-41236-1 (A.G.-6), dated Simla, the 1st April 1927.

Employment of British Soldiers in the Indian Police Force on transfer to the Army Reserve.

I am directed to refer to Army Department letter No. 18709-1 (A.G.-7), dated the 29th May 1914. Owing to changed conditions it is necessary to revise the rules for the employment of British Army Reservists in Indian Forces.

2. A British soldier can now be transferred to the Army Reserve in India, provided that—

- (a) he obtains a guarantee of permanent employment ;
- (b) proof is furnished that he is able to maintain himself and his family, if any, in European style ; and
- (c) he abides by the conditions laid down in paragraph 441, King's Regulations, 1923.

A British soldier who is accepted on probation for employment with an Indian Police Force will be regarded as having fulfilled conditions (a) and (b).

3. In accordance with paragraph 441, King's Regulations, 1923, a British Army Reservist residing overseas is not liable to be called up for any purpose, nor does he receive any reserve pay. The Military authorities therefore have no claim on the service of a British Army Reservist residing in India and the question of the period of probation to be served with an Indian Police Force is a matter for the discretion of the authorities concerned. British Army Reservists will, however, continue to be discharged from the Reserve on being confirmed in the appointment of Police Sergeant under paragraph 484 (ix), King's Regulations, 1923. As a British soldier's discharge can only be confirmed from the date on which it is actually carried out and as the

certificate of discharge required by Section 92 (2) of the Army Act must bear the same date, I am to request that a report of the date of permanent confirmation in, or permanent appointment to, the Police Department be sent at once to the Officer-in-charge, Records, concerned in Great Britain two months in advance. The certificate of service (Army Form B-108), in possession of a reservist should always accompany this report, for completion by the Officer-in-charge, Records, in accordance with paragraph 441 (e) (i), King's Regulations.

4. British Army Reservists who are confirmed in an Indian Police Force will retain their right under paragraph 93, Army Regulations, India, Volume X, to passages to the United Kingdom or to a British Colony for themselves and if borne on the married roll on leaving the colours, for their families also during the period which would be covered in ordinary circumstances by their reserve service.

5. Army Department letter No. 18709-1 (A.G.-7), dated the 29th May 1914, is hereby cancelled.

Police Department endorsement No. 186C27, dated the 20th April 1927, by the Under Secretary to the Government of Burma, Home and Political Department to the Inspector-General of Police, Burma.

Copy of the following is forwarded to the Inspector-General of Police, Burma, for information and guidance, with reference to this office letter No. 557-558—7P.-8, dated the 24th June 1914 :—

Letter No. A.-41236-1 (A.G.-6), dated the 1st April 1927, from the Assistant Secretary to the Government of India, Army Department, to all Local Governments and Administrations.

Police Department endorsement No. 186C27, dated the 27th September 1927, by the Under Secretary to the Government of Burma, Home and Political Department, to the Inspector-General of Police, Burma.

SUBJECT. — *Employment of British Soldiers in the Indian Police Force on transfer to the Army Reserve.*

Copy of the following is forwarded to the Inspector-General of Police, Burma, for information, in continuation of the endorsement from this office No. 186C27, dated the 20th April 1927.

Endorsement (with enclosures) No. A.-44844-2 (A.G.-6), dated the 13th September 1927, by the Assistant Secretary to the Government of India, Army Department, attached.

Copy of a letter from the Deputy Secretary to the Government of the United Provinces, Police Department, to the Secretary to the Government of India, Army Department, No. 4711, dated the 19th July 1927.

Employment of British Soldiers in the Police on transfer to the Army Reserve.

I am directed to refer to the Army Department letter No. A.-41236 1 (A.G.-6), dated April 1st, 1927, and to state that the period of probation of British Army Reservists after appointment as Police Sergeants in this province has been fixed at two years. Their appointment as probationary sergeants is however no guarantee of their permanent employment in the United Provinces Police, for, if a probationary

sergeant does not pass the qualifying examination for promotion to the rank of reserve inspector within two years of his enlistment, he is discharged.

2. I am to inquire whether this Government should inform the military authorities when a British Army Reservist, who has been appointed as a police sergeant on probation, is discharged from the police-force during or at the end of his period of probation, and what the position of such a reservist would be so far as the military authorities are concerned. This Government would be glad if they could be given an assurance that a British Army Reservist discharged in such circumstances will not forfeit any right which he would have had had he not been enlisted in the police.

Army Department letter No. A.-44844-1 (A.G.-6), dated Simla, the 13th September 1927, from the Assistant Secretary to the Government of India, to the Deputy Secretary to the Government of the United Provinces, Police Department.

SUBJECT.—*Employment of British Soldiers in the Indian Police Force on transfer to the Army Reserve.*

With reference to your letter No. 4711, dated the 19th July 1927, I am directed to say that, while it is considered desirable by the military authorities to safeguard as far as possible the interests of British soldiers before transfer to the Army Reserve in India by laying down certain stipulations, once a man has actually been transferred to the reserve, he is to all intents and purposes a civilian and, whilst in India, the military authorities have really no further hold on him. In the circumstances it is not necessary to inform the military authorities when a reservist who has been appointed a police sergeant on probation, is discharged from the police-force during or at the end of his period of probation. A British Army Reservist residing in India is in the same position as any other civilian resident in the country. Except for the obligation to repatriate him, if the Reservist so desires, the military authorities are not concerned.

2 The only right which a British Army Reservist in India has is the lien on his passage to Great Britain or to a British Colony for himself and if borne on the married quarters roll on leaving the colours for his family also, during the period covered by his reserve service, under paragraph 93, Army Regulations, India, Volume X. He does not therefore forfeit any right by joining the Indian Police Force. He should be informed on discharge from the Police Force that, if he wishes to be repatriated or to proceed to another country, he should apply to the nearest military authority.

Endorsement by Assistant Secretary to the Government of India, No. A.-44844-2 (A.G.-6), dated the 13th September 1927.

Copy of the above with copy of that to which it is a reply forwarded to :—

All other Local Governments and Administrations.

APPENDIX A-XXXIV.

Letter No. 8700—21-53, dated the 7th July 1927, from the Inspector-General of Police, Burma, to the Chief Secretary to the Government of Burma, Home and Political Department.

SUBJECT.—*Printing at Local Presses of Forms, etc., by District Superintendents of Police.*

I have the honour to invite a reference to item 81 of Appendix A to the Burma Treasury Manual (Volume II) containing the Rules on the above subject.

2. The existing Rules permit of urgent work being done at local Presses by officers stationed at places outside Rangoon and lay down that in such cases the bills for such charges should be supported by a certificate explaining the urgent nature of the work and should be countersigned by the Head of the Department ; and

(ii) that the vouchers granted by private presses for printing work done by them should be countersigned by the Superintendent, Government Printing and Stationery.

3. In the Police Department "Reward" and "Hue and Cry" Notices are always of an urgent nature and speed is of the utmost importance and I would accordingly recommend that District Superintendents of Police may be given power to print these notices locally and that they may be exempted from getting the certificate countersigned by the Inspector-General of Police, provided that the charge does not exceed Rs. 25 in each case. The provision requiring the bill of cost to be countersigned by the Superintendent, Government Printing and Stationery, Burma, will of course stand.

4. This concession has been granted to Divisional Forest Officers and I would request that the same concession may also be allowed to District Superintendents of Police.

Letter No. 261X27 (735), dated the 12th August 1927, from the Secretary to the Government of Burma, Revenue Department, to the Inspector-General of Police, Burma.

SUBJECT.—*Printing at Local Presses of "Reward" and "Hue and Cry" Notices by District Superintendents of Police.*

In reply to your letter No. 8800—21-53, dated the 7th July 1927, am directed to say that the Local Government authorizes District Superintendents of Police, outside Rangoon, to print the "Reward" and "Hue and Cry" Notices at Local Presses, provided the cost does not exceed Rs. 25 in each case. The bills for such charges should be supported by a certificate by the District Superintendent of Police explaining the urgent nature of the work and should be countersigned by the Superintendent, Government Printing and Stationery, Burma.

2. A copy of this letter has been forwarded to the Accountant-General, Burma, and the Superintendent, Government Printing and Stationery, Burma.

APPENDIX A-XXXV.

CHECK OF LICENSED FIREARMS BY THE POLICE.

From H. L. NICHOLS, Esq., I.C.S., Secretary to the Government of Burma, Judicial Department, to (1) the Commissioner, Arakan Division; (2) the Commissioner, Pegu Division; (3) the Commissioner, Irrawaddy Division; (4) the Commissioner, Tenasserim Division; (5) the Commissioner, Magwe Division; (6) the Commissioner, Mandalay Division; (7) the Commissioner, Sagaing Division, and (8) the Commissioner, Federated Shan States,—No. 406V27, dated the 4th July 1928.

SUBJECT.—*Check of Licensed Firearms by the Police.*

With reference to the correspondence ending with your letter No. *

- * 1. Letter No. 7526—5A.-9, dated the 3rd November 1927.
- 2. Letter No. 1108—D.I.-17, dated the 19th November 1927.
- 3. Letter No. 62—6A.-24, 1927, dated the 4th/5th January 1928.
- 4. Letter No. 984—A.-39, dated the 21st November 1927.
- 5. Letter No. 344—A.R.-21, dated the 15th November 1927.
- 6. Letter No. 4A.-133 (150), dated the 28th November 1927.
- 7. Letter No. 16288—5A.-21, dated the 24th December 1927.
- 8. Letter No. 42—J.I.M.F., dated the 2nd December 1927.

dated the * I am directed to invite a reference to this office Miscellaneous Department letter No. 406V27, dated the 3rd August 1927, to the address of the District Magistrates, etc., a copy of which was forwarded to you with this department endorsement bearing the same number and date, in which all licensing and renewing authorities were required to take regular action under Rule 45 of the Indian Arms Rules, 1924, to verify the arms in the possession of licensees.

2. The Local Government is now pleased to direct that the licensing and renewing authorities may arrange for this verification through the agency of the Police. It will be sufficient in the majority of cases if the orders require the licensees to produce the arms covered by their licences for the inspection of an officer not lower in rank than Inspector of Police at their own residences. In localities where it is impossible for Inspectors to inspect all the firearms within their jurisdiction there would be no objection to Sub-Inspectors and European Sergeants of Police being made use of by the licensing and renewing authorities for the purpose.

3. Further, the Local Government is advised that Rule 45 of the Indian Arms Rules, 1924, does not contemplate the issue of a general order requiring the production of arms at any time, but of an order requiring the production of arms at a specified time and place for inspection by a specified person. The licensing and renewing authorities may, in cases where this is convenient, supply the police officers referred to in the preceding paragraph with orders in writing signed by them, with blanks for the date and place of inspection to be filled in by the police officers concerned before making their inspections. The orders should mention the police officer by name and should be in the form attached to this letter.

4. I am to point out that the powers of search, etc., which police officers have under the Arms Act or any other Act, are not affected by these orders in any way.

Endorsement by U KYAW, Under Secretary to the Government of Burma, Judicial Department,—No. 406V27, dated the 10th September 1928.

Copy forwarded to the Inspector-General of Police, Burma, for information, with reference to the correspondence ending with his letter No. 12668, dated the 14th October 1927.

Copy forwarded to all District Magistrates (except District Magistrate, Rangoon), the Commissioner of Police, Rangoon, and the Superintendents, Pakòkku Hill Tracts, and Northern Shan States, for information and guidance.

ORDER UNDER THE INDIAN ARMS RULES, 1924.

To

You are hereby required under the provisions of Rule 45 of the Indian Arms Rules to produce the arms held by you under license No. * _____ dated the * _____
granted
renewed by me for the inspection of * _____
 _____ at † _____
 (place) at _____ (time) on the † _____
 _____ (date).

19

Licensing
Renewing Authority, _____

District
Subdivision, _____

(To be torn off before serving the order.)

NOTES.—* To be filled in by the Licensing
Renewing Authority.

† To be filled in by the officer mentioned in the order.

The place will ordinarily be the residence of the licensee and the time between sunrise and sunset.

APPENDIX A-XXXVI.

LIST OF LAW BOOKS, MANUALS, ETC., TO BE MAINTAINED IN THE LIBRARIES OF THE OFFICES OF DISTRICT SUPERINTENDENTS OF POLICE.

The Inspector-General of Police has decided that the following Law Books, Manuals, etc., should ordinarily be maintained in all District Superintendents of Police's Office Libraries and that copies of any of the publications not already in their libraries should be obtained in due course in the manner indicated in paragraphs 2 and 3 below.

2. All Acts of the Imperial Legislative Council (in English) and all other Central Government publications can be had only on payment and indents for such publications may therefore be submitted direct to the Superintendent, Government Printing and Stationery, Burma, provided funds to meet the cost on the same are available.

3. All Local Acts and Manuals are supplied free of cost and may be obtained by indent on the Superintendent, Government Printing and Stationery, Burma, submitted through the office of the Inspector-General of Police and the Heads of Departments concerned who control the publications indented for:—

" A "

Abridged Law Manual for Sub-Inspectors of Police.
Anti-Boycott Act (Burma).
Arms Manual (Burma).

" B "

Brothels Act. Burma Suppression of—
Budget Manual, Volumes I and II.

" C "

Code. Burma— Volumes I, II, and III (containing all Burma Acts, Regulations, etc., 1876—1932).
Courts Manual. Burma—
Cattle Trespass Act Manual.
Civil Account Code, Volumes I and II.
Civil Service Regulations and Appendix.
Criminal Investigation Department Manual, Parts I and II
Criminal Procedure Code.
Civil List. Quarterly—

" D "

Digest of Burma Rulings, 1872—1922.
Drill and Musketry Manual.

" E "

Evidence Act.
Estate Act. Disposal of Police Officers'—
Examination Manual (Burma).
Excise Manual (Burma).
Explosives Manual (Burma).

"F"

Forest Manual (Burma).
Fundamental Rules.

"G"

Game Rules Manual.
Government Servants' Conduct Rules.
Gambling Act (Burma).
Gazette. Burma—
Gazette. Burma Police—
Gazette. Police Crime—
Gradation List. Half-yearly—

"I"

Inland Steam Vessels Act Manual.

"J"

Jail Manual (Burma), Parts I and II.

"L"

Local Rules and Orders. Index of—

"M"

Motor Vehicles Act and Rules thereunder.
Motor Vehicles Staffs. Instructions for Police—
Municipal Manual (Burma) (for Municipalities only).
Military Police Manual (Burma).

"O"

Oil-Fields Manual, 1920 (Reprinted 1925) (for Oil-Fields Districts only).
Opium Manual (Burma).

"P"

Penal Code.
Police Act.
Police Manual (Burma), Volumes I, II and III.
Preventive Law. Manual of—

"S"

Salt Manual (Burma).
Supply and Clothing Manual. Police—

"T"

Travelling Allowance Rules. Burma—
Towns Act (Burma).
Training Depot Law Manual. District Police—

Traffic Control Drill. Details for—
 Training School Manual. Police—
 Treasury Manual (Burma), Volumes I and II.

"U"

Unrepealed General Acts, Fifth Edition, Volumes I to IX (contains all the Indian Acts, 1834—1932).

"V"

Village Manual. Burma—

APPENDIX A-XXXVII.

THE KING'S POLICE MEDAL.

Royal Warrants.

The King's Police Medal was instituted by a Royal Warrant of His Majesty King Edward the Seventh bearing date the 7th July 1909. This Warrant, as amended by the Royal Warrants of the 1st October 1930, and the 12th December 1933 provides as follows:—

"*Firstly.*—It is ordained that the Medal shall be designated and styled 'The King's Police Medal.'

"*Secondly.*—It is ordained that the King's Police Medal shall consist of a circular Medal of Silver with Our Effigy on the obverse, and shall bear on the reverse a design emblematic of Protection from danger and the words 'For Gallantry' or 'For Distinguished Service' as the case may be and on the rim the name of the person to whom the Medal has been awarded.

"*Thirdly.*—It is ordained that the Medal shall only be awarded to those of Our Faithful Subjects who have either performed acts of exceptional courage and skill or exhibited conspicuous devotion to duty as members of a recognized Police Force or of a properly organised Fire Brigade within Our United Kingdom of Great Britain and Northern Ireland Our Indian Empire or any of Our Colonies or any territory under Our protection or jurisdiction not being administered by Us in Our Government in any other part of Our Dominions; or within any other part of Our Dominions Our Government whereof has signified its desire that the Medal should be awarded under the provisions of this Our Warrant to members of any such Force or Brigade within such part, or within any territory under Our Protection or jurisdiction being administered by Us in such Government; and that such award shall be made only on a recommendation to Us by Our Principal Secretary of State for the Home Department.

"*Fourthly.*—It is ordained that the names of those upon whom We may be pleased to confer this Decoration shall be published in the *London Gazette*, and that a Register thereof shall be kept in the Office of Our Principal Secretary of State for the Home Department.

Such Register shall show the name and rank of the person holding the Medal, the Police Force or Fire Brigade of which he is or was a member, and particulars of the action for which the Medal has been awarded.

Fifthly.—It is ordained that each Medal shall be suspended from the left breast, and the riband, of an inch and three-eighths in width, shall be dark blue with a narrow silver stripe on either side and a similar silver stripe in the middle; and in the case of awards for acts of exceptional courage each silver stripe of the riband shall contain a thin red line down the middle.

Sixthly.—It is ordained that any act of gallantry which is worthy of recognition by the award of the King's Police Medal, but is performed by one upon whom the Decoration has already been conferred, may, on a recommendation to us by Our Principal Secretary of State for the Home Department, be recorded by a bar attached to the riband by which the Medal is suspended. For every such additional act an additional bar may be added and for each Bar awarded a small silver rose shall be added to the riband when worn alone.

Seventhly.—It is ordained that it shall be competent for Us, Our Heirs and Successors by an Order under Our Sign Manual and on a recommendation to that effect by or through one of Our Principal Secretaries of State to cancel and annul the award to any person of the above Decoration and that thereupon his name in the Register shall be erased. Provided that it shall be competent for Us, Our Heirs and Successors to restore any Decoration which may have been so forfeited when such recommendation has been withdrawn. And every person to whom the said Decoration is awarded shall, before receiving the same, enter into an agreement to return the Medal if his name shall be erased as aforesaid."

REGULATIONS.

The Regulations made by the Secretary of State for the Home Department on the 7th July 1909, as amended by the Regulations of the 1st October 1930, and the 12th December 1933, provide as follows:—

"1. A list of the names of officers of recognized Police Forces, or of properly constituted Fire Brigades, who are recommended for the Medal shall be submitted once in each year to His Majesty by the Secretary of State for the Home Department.

Provided that a recommendation may be made at any time when His Majesty so commands.

2. A list of officers recommended by the Secretary of State for Dominion Affairs, the Secretary of State for the Colonies and the Secretary of State for India shall be forwarded to the Home Office in the month of October in each year.

3. Each list shall contain the name and rank of each person recommended, the Police Force or Fire Brigade of which he is or was a member, and particulars of the action or service for which the grant of the Medal is recommended.

4. The number of Medals awarded in any one year shall not exceed one hundred and twenty.

5. In very special circumstances, which, in His Majesty's opinion, would justify an exceptional grant, His Majesty may award Medals exceeding the above number.

6. The qualifications for the grant of the Medal shall be as follows :—

- (a) Conspicuous gallantry in saving life and property, or in preventing crime or arresting criminals: the risks incurred to be estimated with due regard to the obligations and duties of the officer concerned.
- (b) A specially distinguished record in administrative or detective service, or other police service of conspicuous merit.
- (c) Success in organizing Police Forces or Fire Brigades or Departments, or in maintaining their organization under special difficulties.
- (d) Special services in dealing with serious or widespread outbreaks of crime or public disorder, or of fire.
- (e) Valuable political and secret services.
- (f) Special services to Royalty and Heads of States.
- (g) Prolonged service; but only when distinguished by very exceptional ability and merit."

HOME OFFICE,

Dated the February 1934.

APPENDIX A-XXXVIII.

Government House Notification No. 11, dated Rangoon, the 5th February 1934.

The following Statutes establishing "The Burma Police Medal" and the Regulations attached thereto, are published for general information :—

"The Burma Police Medal."

The King has been pleased to issue a Warrant under His Majesty's Royal Sign Manual to the following effect :—

GEORGE R.I.

GEORGE THE SIXTH, BY THE GRACE OF GOD OF GREAT BRITAIN IRELAND AND OF THE BRITISH DOMINIONS BEYOND THE SEAS KING DEFENDER OF THE FAITH EMPEROR OF INDIA.

To all to whom these presents shall come :—

Greeting :

WHEREAS We have taken into Our Royal consideration the good services rendered by Members of the Police Forces and of Fire Brigades within Burma :

AND WHEREAS We are desirous of making further provision for distinguishing meritorious services rendered by them :

We do by these presents for Us, Our Heirs and Successors, institute and create a new Medal to be awarded by Our Governor of Burma for the time being on Our behalf for distinguished conduct.

Firstly.—It is ordained that the Medal shall be designated and styled "The Burma Police Medal."

Secondly.—It is ordained that the Burma Police Medal shall consist of a circular Medal of Bronze with the Effigy of the Sovereign on the obverse, and on the reverse a wreath surmounted by a Crown, and shall bear on the rim the name of the person to whom the Medal is awarded.

Thirdly.—It is ordained that the Medal shall be awarded only to those members of a recognised Police Force or of a properly organised Fire Brigade within Burma who have performed services of conspicuous merit.

Fourthly.—It is ordained that the names of those to whom this Medal may be awarded shall be published in the *Burma Gazette*, and that a Register of such names shall be kept in the office of the Secretary to the Governor of Burma.

Fifthly.—It is ordained that each Medal shall be suspended from the left breast, and the riband, of an inch and three-eighths in width, shall be dark blue with a narrow silver stripe on either side and a bright blue stripe in the centre.

Sixthly.—It is ordained that any distinguished conduct which is worthy of recognition by the award of the Burma Police Medal, but is performed by one upon whom the Decoration has already been conferred, may be recorded by a Bar attached to the riband by which the Medal is suspended; and for every such additional award an additional Bar may be added.

Seventhly.—It is ordained that the number of Medals awarded in any one year (excluding Bars) shall not exceed 25.

Eighthly.—It is ordained that it shall be competent for Our Governor of Burma for the time being to cancel and annul the award to any person of the above Decoration, and that thereupon the name of such person in the Register shall be erased, but that it shall be competent for Our said Governor to restore any Decoration which may have been so forfeited. And every person to whom the said Decoration is awarded shall, before receiving the same enter into an agreement to return the Medal if his name shall be erased as aforesaid.

Ninthly.—It is ordained that it shall be competent for Our Governor of Burma for the time being to make regulations to carry out the purposes of this Our Warrant.

Given at Our Court at St. James's the Fourteenth day of December, One thousand nine hundred and thirty-seven, in the Second year of Our Reign.

By His Majesty's Command,

ZETLAND.

Regulations relating to the award of the Burma Police Medal.

(a) The Medal will be open to all ranks of the Police, Civil and Military, including the Frontier Force, and to the members of properly organised Fire Brigades, in Burma.

(b) It will be awarded by the Governor on the recommendation of the Officer in Command of the Police Force or, in the case of members of Fire Brigades, of the Commissioner of the Division.

(c) Each recommendation will state the name and rank of the person recommended, the Police Force or Fire Brigade of which he is or was a member, and particulars of the action or service for which the grant of the Medal is recommended.

(d) The Medal will be awarded—

(i) for conspicuous gallantry. Awards for gallantry will be made as soon as possible after the event occasioning the grant;

(ii) for valuable services characterized by resource and devotion to duty including prolonged service of ability and merit. Such awards will be made once annually on the 1st of January from the list of recommendations which should reach the Secretary to the Governor not later than the 1st October in each year.

(e) When awarded for gallantry the Medal will carry a monetary allowance at half the rates sanctioned for the award of the King's Police Medal for gallantry.

(f) The number of Medals to be awarded each year will not exceed 25.

(g) The Medal shall be worn next to and immediately after the Indian Police Medal.

(h) The award of the Medal will not be a bar to the subsequent award of the King's Police Medal.

APPENDIX A-XXXIX.

RULES FOR DISTRICT POLICE PRIVATE FUNDS.

The rules should be given effect to from the 1st March, 1933, i.e., subscriptions should be realised at the revised rates laid down in Rule 16, commencing from the pay for February, 1933, drawn in March 1933.

1. In every district there will be only one fund to be known as the District Police Fund.

2. The objects of the fund are the education of orphans of members of the District Police Force and of Clerks employed in the District Police Office, to maintain a band, to provide sports facilities and to promote the general welfare and *esprit-de-corps* of the District Police of all ranks and, of the Clerks.

3. Subject to the general control of the Deputy Inspector-General of Police of the Range the fund will be administered by a committee of which the District Superintendent of Police or other officers in charge of the Police of the district will be *ex-officio* President and the Headquarters Assistant *ex-officio* Vice-President.

4. The Committee will consist of at least nine members including the President, Vice-President, Honorary Secretary and Honorary Treasurer.

There will be one representative of the rank of Inspector, Sub-Inspector, Station Writer or Head Constable, Constable and Clerk on every Committee. The Committee will be elected at a General Meeting at which proxies will be allowed and must be as representative of the different interests and ranks as the circumstances of the district allows.

5. Minutes of the proceedings of the Committee and of the General Meeting will be kept in a Minute Book by the Honorary Secretary. The Committee will meet at least once every quarter and a general meeting will be held in the month of August each year.

6. No loans from the fund are permissible under any circumstances nor can advances be granted from the Fund except for objects directly connected with the Fund. A register of such advances will be maintained.

7. No expenditure is to be incurred for any object for which ordinarily Government funds can be used.

8. No initial expenditure exceeding Rs. 1,000 for any one purpose be it in one payment or otherwise, is to be incurred without the previous sanction of the Deputy Inspector-General of Police of the Range.

9. A Cash-book will be kept showing all expenditure and receipts and will be balanced monthly and signed by the District Superintendent of Police.

10. A Stock-book showing receipt and issue of all articles purchased by the Fund will be kept up.

11. Vouchers will be filed in an annual file and kept for three years.

12. An annual balance sheet will be made out and presented to the Annual General Meeting and a copy sent to each Police Station or Post in the district.

13. The accounts will be inspected and checked by the Deputy Inspector-General of Police of the Range when inspecting the district.

14. Sufficient cash to meet only immediate requirements will be kept in the custody of the Vice-President. All other money belonging to the fund will be kept in the Post Office Savings Bank or the Imperial Bank or some other Bank authorized by the Inspector-General of Police. Payments are only to be made by order of the President but he may delegate this power to the Vice-President.

15. The *maximum* allowance to be paid to the Clerk who keeps up the accounts of the fund are—

Rs. 20 per mensem in a 1st Class district.

Rs. 15 per mensem in a 2nd Class district.

Rs. 10 per mensem in a 3rd Class district.

16. All members of the Force and Clerks except when on leave are required to subscribe to the Fund. The following are the authorized rates of subscription, which may be varied from time to time by the Inspector-General of Police :—

	Rs. A.	
Constables	0 8	per month.
Head Constables and Station Writers	0 12	"
Sub-Inspectors of Police	1 8	"
Inspectors of Police	3 0	"
Deputy Superintendents of Police	4 0	"
District Superintendents of Police	6 0	"
Clerks on pay up to Rs. 70 per month	0 8	"
Clerks on pay up to Rs. 71 to Rs. 125	1 0	"
Clerks on pay from Rs. 126 to Rs. 180	1 8	"
Clerks on pay above Rs. 180	2 0	"

Revised Rates vide I.G.P. Finance Department No. 6310/IM-92 (1), dated 9th June 1950.

17. The subscriptions of Inspectors and those of lower ranks will be deducted in the District Superintendent of Police's office when the pay of the Force is being issued, while the District Superintendent of Police will supervise the collections from Gazetted Officers.

18 (a) In districts where there is only one fund in existence on the 28th February 1933, the District Police Fund will take over all its assets and liabilities with effect from the 1st March 1933.

(b) In those districts where there is more than one fund on the 28th February 1933, all the funds will be amalgamated and form the District Police Fund with effect from the 1st March 1933, with the exception of those districts where there is a separate Orphans Education Fund on the 28th February 1933. In such districts no further subscription will be collected for the Orphans Education Fund, but the capital will be used to pay for the education of orphans until it is exhausted after which the cost of educating orphans will be borne by the District Police Fund.

19. The orphans of all Police Officers and Clerks who die either in the service or after retirement on pension or having been invalided and who are in indigent circumstances are eligible for the benefits of the Fund. The children of those who have left the force through resignation, removal or dismissal will not be eligible for any benefit from the Fund.

20. It will be for the Committee to decide what orphans should be educated at the expense of the Fund and to what extent.

21. All executive members of the Southern and Western Range Flying Squads will subscribe to the Insein District Police Fund at the rates laid down in paragraph 16 of these rules and will be entitled to same benefits as laid down in paragraphs 2 and 19 of these rules.

22. All executive members of the Northern Range Flying Squad will subscribe to the Mandalay District Police Fund at the rates laid down in paragraph 16 of these rules and will be entitled to the same benefits as laid down in paragraphs 2 and 19 of these rules.

23. The Inspector-General of Police reserves to himself the right to modify or waive any or all of these rules in respect of any district where exceptional circumstances exist.

APPENDIX A-XL.

C. 147M 88-1938-IV (Extract).

Geneva, 20th May 1938.

League of Nations.

NEW FORM OF ANNUAL REPORT.¹

TRAFFIC IN WOMEN AND CHILDREN.

Form of Annual Report from Governments. Year ending

(1) Governments are requested to send their annual reports to the Secretary-General on or before November 1st in each year. The report should relate to the twelve months ending on June 30th except for the purpose of the statistical information asked for in Question 3, in which case the calendar year immediately preceding the date of the report should be taken.

(2) For the purpose of this report the term "traffic in women and children" should be regarded as including all aspects of commercialised prostitution, especially procuring, inciting or leading away women or children of either sex for immoral purposes in order to gratify the passions of another person, or attempting to commit these offences.

Question 1.

New Measures—

Please give a description of any new measures, either legislative or administrative, taken during the year which are concerned directly or indirectly with the prevention or repression of traffic in women and children. The answer should include any measures of a social character.

Question 2.

Licensed or Recognised Brothels—

If any system of regulation exists in your country, please give—

- (a) the number of brothels which are licensed or recognised;
- (b) the number and nationality of the prostitutes who are inmates of these brothels, and
- (c) the number and nationality of the other prostitutes who are inscribed or registered.

Question 3.

Convictions—

Please give the number of persons convicted during the calendar year immediately preceding the date of this report of all offences connected with traffic in women and children, specifying the offences and indicating the nature of the penalties imposed in typical cases.

¹ Adopted by the Council of the League of Nations on May 14th, 1938 (hundred and first session).

It is particularly requested that the figures should include all those convicted of any form of procuration, brothel-keeping^{*} or living wholly on the immoral earnings of another person.

Question 4.

Cases of International Traffic—

Please give particulars of any cases of international traffic in women and children—that is to say, cases in which part of the offence was committed in another country—and state what action was taken in such cases.

Question 5.

Communications between Central Authorities—

Please give the name and address of the central authority in your country.

Please give particulars of any cases during the year in which communications have been (a) sent to or (b) received from other central authorities, giving the name of the central authority.

Question 6.

Repatriation and Deportation—

Please give the number, age and country of the origin of the following classes of persons who have been repatriated or deported during the year :—

(a) Foreign prostitutes ;

(b) Men or women found or believed to be engaged in any form of procuration, brothel-keeping, living wholly or partly on the immoral earnings of another person.

Question 7.

Observations and Suggestions—

Please give your observations as to any special difficulties which may have arisen in connection with the prevention and repression of the traffic in women and children and any suggestions which you desire to make.

Question 8.

Measures relating to Venereal Disease—

Please give a description of any measures which are being taken to cope with the problem of venereal disease.

(It is not intended that the reply should include information of a purely medical character.)

* This applies only to countries where it is an offence to keep a brothel.

APPENDIX A-XLI.

Government of Burma, Finance Department "G" Circular No. 26 of 1939, dated the 7th August 1939.

REVISED RULES REGARDING THE CARE AND CUSTODY OF GOVERNMENT LOCKS AND KEYS.

In supersession of Financial Department Circular No. 39 of 1914 as subsequently amended the following rules regarding the care and custody of Government locks and keys other than common bazaar locks and keys and those belonging to treasuries and sub-treasuries are published for general information. They issue with the concurrence of the Finance Department (Defence).

RULES REGARDING THE CARE AND CUSTODY OF GOVERNMENT LOCKS AND KEYS.

A list in form Misc. II-55 of Government locks and keys other than (a) common bazaar locks and keys and (b) those belonging to treasuries and sub-treasuries, which are entered in a separate register in T.F. No. 210, shall in the absence of a specific order of exemption issued by Government be maintained for each Government office in the independent charge of an officer not lower in standing than a Township Officer in the Civil Department or of an officer of corresponding standing in other departments. Locks and keys in the charge of officers of lower standing shall be entered in the list maintained for the office of the officer to whom they are immediately subordinate. The list shall be filed in a main file cover which should also contain all correspondence other than purely ephemeral correspondence regarding locks and keys.

2. Every Government lock shall be marked with a separate serial number, each office for which a list is maintained having a separate series of numbers.

3. Every duplicate key shall have attached to it a label (obtainable from the Rangoon Central Jail) on which shall be marked the name of the office, the serial number of the lock to which the key belongs and a reference to the safe, almirah or other receptacle, if any, to which the lock belongs.

4. Duplicate key shall be entered in the list separately from the locks to which they belong in the following manner : e.g.,

Chubb's (or other maker's) lock No.	and key.
Duplicate key of	lock No.

5. The duplicate keys of each office shall be rubbed over with vaseline or a mixture of vaseline and kerosine oil, wrapped in oil cloth, placed in a sealed packet bearing the name of the office and sent for safe custody to the Treasury Officer of the District. On receipt of such packet the Treasury Officer shall mark a serial number on it and enter that number with the date of receipt and the name of the office to which the packet belongs in a register in T.F. No. 14 which he shall maintain. He shall then place the packet in the Treasury strong room under double locks in a box of which he retains the key. When the packet has been so registered and deposited, and not before, the

Treasury Officer shall return to the officer who sent it an acknowledgment of its receipt and an intimation of the serial number under which it has been registered and shall also certify that he has placed it in the strong room. The Treasury Officer shall check the packets in the strong room with the register annually in the month of July.

6. When for any reason the duplicate of a key is required, the head of the office shall apply to the Treasury Officer for the return of the sealed packet of keys. Where the head of the office is subordinate to the Deputy Commissioner, the Treasury Officer shall report the application to that officer. In order that packets so returned may not be lost sight of the Treasury Officer shall ask for their return monthly, and if he fails to secure their return within three months, he shall report the fact to the Deputy Commissioner for such action as he may consider advisable.

7. The head of every office in which a list in form Misc. II-55 is maintained under these rules or his Gazetted Assistant, if any, shall annually in the month of July check the locks and keys in his office with the list.

8. The list shall be checked and signed by both the relieved and relieving officer on the transfer of the charge of an office. Responsibility for the completeness of the packet of duplicate keys rests with the officer by whom the packet was last sent to the Treasury.

9. When the original or duplicate key of any lock is broken, the remaining key together with the lock or, in the case of the lock of a safe, the safe shall be sent to Messrs. Oppenheimer & Co., Ltd, Rangoon, for the manufacture and supply of a new key. The broken key should immediately be destroyed. When the original or duplicate key is lost, the lock or, in the case of the lock of a safe, the safe shall be sent for the manufacture and supply of two new keys. The firm will alter the tumblers of the lock and provide new keys different from those originally in use and return the lock or safe with the new keys. The remaining key of the original set should be destroyed. When keys are lost the cost of replacement shall be borne by the person responsible unless he is specially exempted by an order of the head of the department to which he belongs.

10. In districts where special key almirahs are at present in use they may continue to be used for the keys of offices at the district headquarters.

NOTE.—The Assistant Superintendent of Stamps, Rangoon, shall perform the duties of the Treasury Officer in respect of the Fangoon Town and Hanthawaddy Districts. The strong room of the Stamp Office, Rangoon, will correspond to the treasury strong room in other districts.

APPENDIX A-XLII.

CALCULATION OF MOIETY OF ATTACHABLE SALARY OF AN OFFICER WHEN HIS SALARY IS LIABLE TO CERTAIN DEDUCTIONS.

Police Gazette Memorandum No. 55, dated Rangoon, the 12th June 1926.

The following is published for general information and guidance of all Civil and Military Police Officers who are requested to carefully

note and strictly comply with the orders of the Local Government in respect of attachment orders issued on the salaries of members of the Executive, Clerical and Menial Staffs, serving under their control and whose salaries they draw and disburse :—

From M. S. COLLIS, Esq., I.C.S., Deputy Secretary to the Government of Burma Home and Political Department, to Commissioners of Divisions and all Heads of Departments,—No. 178W26, dated Rangoon, the 25th May 1926.

SUBJECT.—*Attachment of salaries of judgment-debtors who are Government servants.*

I am directed to say that the attention of the Local Government has recently been drawn to the failure in certain cases of disbursing officers to comply with prohibitory orders on salaries of judgment-debtors who are Government servants. For instance, one District Judge reports that on sending a prohibitory order to a Superintendent of Telegraphs asking him to attach some portion of the salary of a Government servant in his Department, the Superintendent replied stating that he was not making the deduction ordered by the Court at the request of the judgment-debtor. In another case, a Subdivisional Judge reports that an Inspector of Schools returned to him a prohibitory order with the recommendation that the amount to be withheld be reduced in accordance with the terms of a petition from the judgment-debtor. These two cases, the Local Government is informed, are by no means exceptional and it appears that it is commonly believed by many Heads of Departments that they have the power to arbitrate between a judgment-debtor and the Judge with a view to varying the orders of the Court. This erroneous belief is so widespread that it has entailed considerable correspondence between Judges and Heads of Departments and it appears to the Local Government time that authoritative orders were issued on the subject.

2. Heads of Departments are therefore warned that when a prohibitory order attaching a portion of the salary of a Government servant in their Department is sent to them they must comply immediately and without protest or discussion with the orders of the Court, as they are the agents of the Local Government in carrying out the orders of the Judiciary. It should be pointed out that under Order XXI, Rule 48 (3) of the Code of Civil Procedure the Local Government is responsible that the sums of money included in prohibitory orders is used against its servants are realised, and that the liability of the Local Government can be legally enforced. Any Head of a Department, therefore, who fails promptly to deduct from the salary of a Government servant in his Department the sum of money entered in a prohibitory order sent to him for execution renders the Local Government liable for that sum. This liability the Local Government, at its discretion, might transfer to its disbursing officer. In future if any case is reported to the Local Government where the Head of a Department has failed to realise the sums due under prohibitory orders issued through him, it will be for the consideration of the Local Government whether he should not be called upon to make good any loss that may have resulted.

Memorandum No. 61.

Dated Rangoon, the 28th May 1938.

SUBJECT.—Definition of "moety" of attachable salary of a Government Servant when his salary is liable to certain deductions.

The following is published for the information and guidance of all District Superintendents of Police, Battalion Commandants and other officers concerned in supersession of the orders contained in *Police Gazette* Memoranda Nos. 16 and 99, dated the 27th of January 1923, and the 14th of July 1923.

From F. B. ARNOLD, Esq., I.C.S., Deputy Secretary to the Government of Burma, Finance Department, to all Heads of Offices,—No. 331L37 (792), dated the 28th April 1938.

I am directed to invite your attention to the amendments made to section 60 (1) of the Civil Procedure Code, 1908, by Act IX of 1937 of the Indian Legislature which became law prior to separation. A copy of this Act is attached to this letter for reference. In this connection I am to say that the Governor is advised that the salary of a Government servant which is attachable cannot exceed that amount which the Government servant is in a position to claim from Government. Consequently all authorized deductions from salary whether for income-tax, contributions to provident funds or other funds recognized by Government, repayments of advances or other Crown dues should be deducted before the attachable amount is determined. Of the balance Rs. 100, and one-half the remainder are exempt from attachment in pursuance of section 60 (1) of the Civil Procedure Code as amended by Act IX of 1937 of the Indian Legislature.

2. These orders supersede those issued in Mr. Booth-Gravelly's Financial Department letter No. 112/593L, dated the 6th December 1922, to the Commissioner, Arakan Division, and Mr. Gilliat's letter No. 305L23, dated the 18th May 1923, to the Superintending Engineer, Rangoon Circle, copies of which were forwarded to all Heads of Offices.

[3. The issue of this letter settles the question raised in the correspondence ending with Inspector-General of Police's letter No. 13098—1M-147, dated the 23rd October, 1937.] [To I.G.
Police only.]

ACT No. IX of 1937.

An Act further to amend the Code of Civil Procedure, 1908, for certain purposes.

V of 1908. WHEREAS it is expedient further to amend the Code of Civil Procedure, 1908, for the purposes hereinafter appearing; It is hereby enacted as follows:—

1. This Act may be called the Code of Civil Procedure (Second Amendment) Act, 1937.
Short title.

2. In the proviso to sub-section (1) of section 60 of the Code of Civil Procedure, 1908, —
 Amendment of section 60, Act V of 1908.

V. of 1908

(a) for clauses (h) and (i) the following clauses shall be substituted, namely :—

"(h) the wages of labourers and domestic servants, whether payable in money or in kind; and salary, to the extent of the first hundred rupees and one-half the remainder of such salary;

(i) the salary of any public officer or any servant of a railway company or local authority to the extent of the first hundred rupees and one-half the remainder of such salary :

Provided that, where the whole or any part of the portion of such salary liable to attachment has been under attachment, whether continuously or intermittently for a total period of twenty-four months, such portion shall be exempt from attachment until the expiry of a further period of twelve months and, where such attachment has been made in execution of one and the same decree, shall be finally exempt from attachment in execution of that decree ;"

(b) in clause (k), for the figures "1897" the figures "1925" shall be substituted ;

(c) for clause (l) the following clause shall be substituted, namely :—

"(l) any allowance forming part of the emoluments of any public officer or of any servant of a railway company or local authority which the Governor [General in Council] may by notification in the Gazette [of India] declare to be exempt from attachment, and any subsistence grant or allowance made to any such officer or servant while under suspension ;"

(d) *Explanation* at the end shall be renumbered as *Explanation 1* and, to the *Explanation* as so re-numbered the following words shall be added, namely :—

"and in the case of salary other than salary of a public officer or a servant of a railway company or local authority the attachable portion thereof is exempt from attachment until it is actually payable" ; and

(e) after the *Explanation* as so renumbered the following *Explanation* shall be added, namely :—

"*Explanation 2.*—In clauses (h) and (i), salary means the total monthly emoluments, excluding any allowance declared exempt from attachment under the provisions of clause (l) derived by a person from his employment whether on duty or on leave.

3. The amendments made by section 2 shall not have effect in

Retrospective effect. respect of any proceedings arising out of any suit instituted before the first day of June, nineteen hundred and thirty-seven.

APPENDIX A-XLIII.

RULES REGARDING THE DISPOSAL OF POLICE OFFICERS' ESTATES.

POLICE DEPARTMENT.

NOTIFICATION.

Rangoon, the 5th January 1924.

No. 3.—In exercise of the powers conferred by sections 3 and 10 of the Disposal of Police Officers' Estates Act, 1922, the Governor in Council is pleased to make the following Rules:—

1. In these Rules, unless there is indication to the contrary, "the Act" means the Disposal of Police Officers' Estate Act, 1922,

2. A Committee for the disposal of the estates of persons to whom the Act applies who die while serving in the Burma Military Police Force shall be constituted at the headquarters of every Battalion of the said force and shall consist of a President, who shall be the Battalion Commandant or Adjutant, and two other members who shall be Indian Officers of the said force appointed to this office by the Battalion Commandant.

3. A Committee for the disposal of the estates of persons to whom the Act applies who die while serving in the Civil Police Force shall be constituted at the headquarters of every Civil District and shall consist of a President who shall be the senior executive Civil Police Officer in the district and two other members who shall be Indian Police Officers of the said force of or above the rank of Sub-Inspector of Police and appointed to this Office by the said senior executive officer. Where Indian Police Officers are not available, Burman Police Officers may be appointed.

4. Every such Committee shall exercise jurisdiction under the Act in all cases which arises within the command of its headquarters.

5. On the report of the death of any person subject to its jurisdiction the Committee shall take all steps necessary to ascertain and collect the moveable property of the deceased in Burma.

6. The Committee shall send a notice in Form A to every person who appears, from the papers of the deceased or from other evidence, to be indebted to the deceased or to hold property belonging to the deceased, calling upon such persons to pay or deliver such debt or property to the Committee.

7. The Committee shall, at their discretion, publish, on two occasions in such local newspapers as they may think fit, a notice in Form B calling on creditors of the deceased to send in their claims before a date not less than two months after the first of such publication. They shall in all cases cause similar notices to be affixed in the Police Station or Battalion Quarterguard concerned and on the notice board of the local Court House.

8. The Committee shall send information of the death of the deceased to his next-of-kin (if any), whose name is entered in the official document kept for this purpose, and shall request such person to send instructions to the Committee as to the disposal of the property of the deceased (exclusive of immovables).

9. The Committee shall make an inventory of the property of the deceased in accordance with all information which may be available to them. The inventory shall be in the Form C annexed to these Rules.

10. The Committee shall cause to be sold all perishables and such other property of the deceased as they may think fit to be sold for the purpose of liquidating the estate: Provided that the Committee shall retain such articles as may seem to them to be likely to be of sentimental value to the next-of-kin or relatives of the deceased.

11. The Committee may reject all claims submitted by creditors after the expiration of the time limited therefor by the notice aforesaid. After such time the Committee shall consider all claims that have been received and shall, after calling for further particulars where necessary, accept or reject such claims.

12. The Committee shall, out of the property of the deceased, pay all accepted debts rateably: Provided always that claims on behalf of the Battalion and the Government shall be retained in full out of any undrawn pay, and moneys due to any creditor shall be set-off against moneys payable by him.

13. Claims of succession to the property received by the Committee shall be enquired into and decided by the Committee who shall, in case of doubt, require the claimant to obtain Probate or Letters of Administration from a competent Court.

14. The period for such claims shall be two months from the date of public notification of the death and, if no such claims are received within such period, the Committee may proceed to wind up the estate. In the case of natives of Nepal the period shall be four months.

15. If any such claim is admitted, or Probate or Letters of Administration are produced, the Committee shall make over the residue of the estate to the person so entitled. In any other case the Committee shall prepare an account of the property and shall cause it to be kept in a place convenient for inspection by any creditor of the deceased and shall forward the residue to the next-of-kin in accordance with any instructions that may be issued in this respect or (if the next-of-kin is non-existent or cannot be ascertained) the Committee shall forward the residue to the person who is, in their opinion, best entitled to the same or shall deposit the cash in the nearest Treasury on a chalan as a Revenue Deposit on account of the estate of the deceased and deposit the articles retained with the Bailiff of the District Court.

FORM A.

IN THE MATTER OF THE DISPOSAL OF POLICE OFFICERS' ESTATES ACT, 1922
AND

IN THE MATTER OF DECEASED.

To

The Committee having authority under the said Act to administer the estate of the deceased above named hereby request you to pay and deliver to

at all debts and property due and belonging to the deceased including the items mentioned hereunder.

Particulars.—

President of the Committee.

FORM B.

NOTICE TO CREDITORS.

IN THE MATTER OF THE DISPOSAL OF POLICE OFFICERS' ESTATES ACT, 1922
AND

IN THE MATTER OF

DECEASED.

Notice is hereby given that all claims against the estate of the deceased abovenamed must be sent, with full particulars, to _____ at _____ before the _____ of _____ and that all claims made after the said date will be liable to be rejected.

*President of the Committee appointed
under the said Act.*

FORM C.

INVENTORY OF THE MOVABLE PROPERTY IN BURMA BELONGING TO
OF _____ DECEASED.

Cash—

Savings Bank Deposit—

Undrawn pay—

Debts outstanding—

Other movable property with recommendations as to its disposal.

*President and Members of the Committee
appointed to administer the estate of
the deceased abovenamed.*

POLICE DEPARTMENT.

NOTIFICATION.

Rangoon, the 19th July 1933.

No. 110.—In exercise of the powers conferred by section 1, sub-section (3), of the Disposal of Police Officers' Estates Act, 1922, the Governor in Council is pleased to apply the provisions of the said Act to the estates of natives of Burma serving in the Burma Military or Civil Police Forces.

Police Department Notification No. 22, dated the 22nd January 1936.

In exercise of the powers conferred by section 1, sub-section (3), of the Disposal of Police Officers' Estates Act, 1922, the Governor in Council is pleased to apply the provisions of the said Act to the estates of natives of Burma serving in the Burma Military Police Force.

This Department Notification No. 110, dated the 19th July 1933, is hereby superseded.

Rules. It may not under any circumstances be combined with regular or extraordinary leave of any kind or with vacations or joining time so as to cause evasion of the rules dealing with these matters. An officer on casual leave is not treated as technically absent from duty and his pay will not be intermitted. A substitute cannot be entertained in his place.

2. Application for casual leave must be made for all absence from duty on days other than Sundays or recognized holidays and for absence from duty on Sundays or recognized holidays, if the officer concerned intends to leave his jurisdiction. The total period of casual leave taken shall not ordinarily exceed ten days in any one calendar year. Casual leave in excess of ten days may be granted for good cause in which case the authority sanctioning such leave may take into account the fact that casual leave already enjoyed has fallen on Gazetted holidays or that the casual leave applied for will fall on Gazetted holidays.

3. Commissioners and Heads of Departments are competent to grant casual leave to all officers subordinate to them. They may delegate the power of granting casual leave, subject to such restrictions as they may think fit to impose, to officers of not less than District rank in respect of officers subordinate to the latter. Casual leave to ministerial officers or to menials may be granted by the head of the office in which they are employed or by a Gazetted assistant to whom this power has been delegated by the Head of the office. Applications for casual leave from Commissioners should be made through the Chief Secretary and from the Head of a Department through the Secretary who deals administratively with that Department.

4. If casual leave is followed without interruption by regular leave as in the case of an officer who is compelled to go on leave on medical certificate after taking a few days casual leave, the regular leave must be sanctioned so as to begin from the first day on which the casual leave was taken.

5. No officer shall at any time absent himself from his jurisdiction without the permission of the authority competent to grant casual leave. This rule will not apply, however, during vacations to officers who enjoy regular vacations. Permission to take casual leave outside Burma may be granted only by the Local Government.

6. All casual leave shall be entered in a Register to be kept for the purpose in the office of the officer competent to sanction casual leave.

QUARANTINE LEAVE.

7. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or household of a Government servant. Such leave may be granted by the Head of the office on the certificate of a Medical or Public Health Officer for a period not exceeding 21 days, or in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted when necessary in continuation of other leave subject to the above maximum. No substitute should be appointed in place of Government servant absent on quarantine leave. A Government servant on quarantine leave is not treated as absent from duty and his pay is not intermitted.

APPENDIX A-XLVI.

THE BURMA LEGISLATURE COMMITTEES (EVIDENCE OF OFFICIAL RULES.

REFORMS DEPARTMENT.

NOTIFICATION.

Rangoon, the 11th February 1937.

No. 7.—The Governor-in-Council is pleased to make the following rules, under the proviso to sub-section (4) of section 27 of the Government of Burma Act, 1935, for regulating the attendance before committees of the Legislature of Burma of persons who are or have been in the service of the Crown in India or Burma, and for safeguarding confidential matter from disclosure :—

1. These rules may be called the **Burma Legislature Committees (Evidence of Officials) Rules.**

2. In these rules, unless there is anything repugnant in the subject or context,—

(a) "Legislature" means the Legislature of Burma ;

(b) "Committee" means a committee of the Legislature of Burma ;

(c) "Official" means a person who is or has been in the service of the Crown in India or Burma.

3. The Governor may, by general or special order, empower any official to attend a meeting of a committee of the legislature for the purpose of giving evidence relating to his official duties and or producing any official document or class of official documents which may be necessary for the proper elucidation of the matter on which the official is required to give evidence; and no official shall attend a meeting of a committee of the legislature for the purpose of giving evidence or of producing official documents unless he has been so empowered.

4. A requisition issued by the chairman of a committee to any official to attend a meeting of the committee for the purpose of giving evidence relating to his official duties or producing official documents shall be addressed to the Chief Secretary to Government and shall state with as much precision as may be possible the matter or matters on which the evidence of the official is required and what, if any, documents he is required to produce.

5. The official, if generally empowered in this behalf or after being specially empowered under rule 3, shall appear before the committee, and shall take with him all documents which are relevant to the matter or matters on which his evidence is required, and which he has been authorized to produce by general or special order under rule 3. If, notwithstanding such authorization, he considers that any evidence which he is asked to give, or any document which he is required to produce, should, in the public interest, not be given or produced, he shall make at the appropriate moment a statement to that effect before the committee, and, if he has not already received orders on the matter,

he shall refer it, through proper official channels, to the Minister of the department to which the case belongs, who shall refer it for the orders of the Governor.

6. Nothing contained in any Act passed by the Burma Legislature which provides for the punishment on conviction before a court of persons who refuse to give evidence or produce documents before a committee shall be deemed to subject an official to punishment on the ground that he has failed to give evidence relating to his official duties, or to produce an official document before a committee or that he has failed to appear before a committee to give such evidence or produce such documents.

7. In the discharge of his functions under these rules the Governor shall exercise his individual judgment.

8. These rules shall be subject to the provisions of any rule made under section 15 of the Government of Burma Act, 1935.

By order,

R. G. McDOWALL,

Secretary to the Government of Burma,
Reforms Department.

APPENDIX A-XLVII.

INSPECTION OF EXPLOSIVES IN POSSESSION OF LICENSEES, REGISTERS, PLACES OF STORAGE, ETC.

From U CHIT MAUNG, K.S.M., A.T.M., Secretary to the Government of Burma, Judicial Department, to (1) all District Magistrates; (2) Commissioner of Police, Rangoon; and (3) all District Superintendents of Police,—No. 328E/S37 (1460), dated the 14th August 1937.

SUBJECT — *Inspection of explosives in possession of licensees registers, place of storage, etc.*

I am directed to invite your attention to—

- (1) Rule 137 of the rules at page 57 of the Explosives Manual, regulating the inspection, search and seizure of explosives;
- (2) Miscellaneous Department Notification No. 72, dated the 15th October 1927;
- (3) Judicial Department Circulars No. 25 of 1914, dated the 17th August 1914, and No. 48 of 1927, dated the 20th September 1927.

2. Miscellaneous Department Notification No. 72, dated the 15th October 1927, prescribes the Executive Engineers in Burma to be the officers to approve buildings in which explosives are to be kept in accordance with the Condition 3 in Forms E and F in Schedule (III) to the Indian Explosives Rules, 1914, as amended up to date.

3. Judicial Department Circular No. 25 of 1914, dated the 17th August 1914, and Judicial Department Circular No. 48 of 1927, dated the 20th September 1927, direct the holders of licenses Forms A, B, C,

D, E, F, J and L, to maintain registers of explosives as required by the conditions of their licenses, and draw the attention of the Commissioner of Police, Rangoon, of District Magistrates, and all other officers entitled to make inspections under Rule 137, to the necessity for examining these registers from time to time.

4. I am to request that in view of occurrences of theft of explosives in several districts, the powers granted by Rule 137 may be exercised with more care and vigilance both by yourself personally and by the

(1) Magistrates.

(2) Specially deputed Police Officers subordinate to you.

(3) Police Officers.

[5. I am to request also that the Registers of Receipts and Issues kept by persons holding a license for the possession and sale of explosives and more especially those kept by the licensees under Articles 8 and 12 of Schedule II at page 75 of the Manual may be carefully examined by you not less than once a quarter.]

NOTE.—References referred to above will be found in Burma Explosives Manual, 1927.

APPENDIX A-XLVIII.

PROCEDURE TO BE FOLLOWED WHEN A GOVERNMENT SERVANT IS SUMMONED BY A COURT TO PRODUCE OFFICIAL DOCUMENTS FOR THE PURPOSE OF GIVING EVIDENCE.

Memorandum No. 207, dated Rangoon, the 30th November, 1935.

SUBJECT.—*Procedure to be followed when a Government servant is summoned by a Court to produce official documents for the purpose of giving evidence.*

The following is published for the information of all District Superintendents of Police and other officers concerned:—

Endorsement by U AUNG MYINT, Under Secretary to the Government of Burma, Judicial Department,—No. 635W35 (2691), dated the 6th November 1935.

A copy of letter (with enclosure) No. F.661—35-Judicial, dated the 26th September 1935, from the Officiating Joint Secretary to the Government of India, Home Department, is forwarded to all Secretaries to Government, all Commissioners of Divisions, all Deputy Commissioners, all Heads of Departments, for information and guidance.

Letter No. F 661—35-Judicial, dated the 26th September 1935, from the Officiating Joint Secretary to the Government of India, Home Department, to all Local Governments, etc.

SUBJECT.—*Procedure to be followed when a Government servant is summoned by a Court to produce official documents for the purpose of giving evidence.*

I am directed to forward for the information of the Governor-in-Council a copy of the instructions issued by the Government of India for the guidance of their Departments, etc., on the subject noted above.

I am to request that with the permission of His Excellency in Council steps may be taken to ensure the observance of the instructions contained in paragraph 3.

Procedure to be followed when a Government servant is summoned by a Court to produce official documents for the purpose of giving evidence.

The law relating to the production of unpublished official records as evidence in courts is contained in sections 123, 124 and 162 of the Indian Evidence Act, 1872 (Act I of 1872), which are reproduced below :

" 123. No one shall be permitted to give any evidence derived from unpublished official records relating to any affairs of State, except with the permission of the officer at the head of the department concerned, who shall give or withhold such permission as he thinks fit.

124. No public officer shall be compelled to disclose communications made to him in official confidence, when he considers that the public interests would suffer by the disclosure.

1-2. A witness summoned to produce a document shall, if it is in his possession or power, bring it to Court, notwithstanding any objection which there may be to its production or to its admissibility. The validity of any such objection shall be decided on by the Court.

The Court, if it sees fit, may inspect the document, unless it refers to matters of State, or take other evidence to enable it to determine on its admissibility.

If for such a purpose it is necessary to cause any document to be translated, the Court may, if it thinks fit, direct the translator to keep the contents secret, unless the document is to be given in evidence ; and if the interpreter disobeys such direction, he shall be held to have committed an offence under section 166 of the Indian Penal Code."

2. For the purposes of section 123 above, the expression " officer at the head of the department " may be held to mean the head of the office in whose custody the document required by the court is, and *vis-a-vis* the court which demands its production, that officer should be treated as the authority to withhold or give the necessary permission.

3. In respect of documents emanating (1) from a higher authority, *viz.* His Majesty's Government, the Secretary of State for India, the Government of India, or the Local Government, or which have formed the subject of correspondence with such higher authority, or (2) from other Governments, whether foreign or Dominion, the head of the department should obtain the consent of the Government of India through the usual official channels before agreeing to produce the documents in court, or allowing evidence based on them, unless the papers are intended for publication, or are of a purely formal or routine nature when a reference to higher authority may be dispensed with.

4. In the case of papers other than those specified in paragraph 3 above, the head of the department should not allow production of the correspondence if it relates to matters which are generally regarded as confidential, or disclosure of which would in his opinion be detrimental to public interests, or to matters which are in dispute in some other connection, or have given rise to a controversy between Government and some other party.

5. In a case of doubt the head of the Department should invariably refer to higher authority for orders.

6. These instructions apply as well to cases in which Government is a party to the suit. In such cases much will depend on the legal advice as to the value of the documents, but before they are produced in court, the considerations stated above must be borne in mind, and reference to higher authority made, when necessary.

7. The Government servant who is to attend a court as a witness with official documents should, where permission under section 123 has been withheld, be given an order duly signed by the head of the department in the accompanying form. He should produce it when he is called upon to give his evidence, and should explain that he is not at liberty to produce the documents before the court, or to give any evidence derived from them. He should, however, take with him the papers which he has been summoned to produce.

8. The head of the department should abstain from entering into correspondence with the presiding officer of the court concerned in regard to the grounds on which the documents have been called for. He should obey the Court's orders and should appear personally, or arrange for the appearance of another officer in the court concerned with the documents, and act as indicated in paragraph 7 above, and produce the necessary certificate if he claims privilege.

ORDER

Summons from the Court of the
for the production at
of the office files relating to the

(a) I direct _____ to appear with the files mentioned in the summons and to claim privilege for them under section 123 of the Evidence Act.

(b) I withhold permission to give any evidence derived from the files for which privilege is claimed under this order.

It should be represented to the Court that these files contain unpublished official records relating to affairs of State for the purpose of section 123 and that in view of the provisions of section 162 of the Evidence Act, the files are not open to the inspection of the Court.

Head of Department.

Dated _____ the _____

NOTE.—Section 123, Evidence Act has been held to apply to the deliberations of Parliament, proceedings of the Privy Council, communication between public officials in the discharge of public duty and the like, and not even Government remarks with regard to the conduct of public officials have been considered to be strictly privileged so that the statements made by witnesses before the Departmental superior of the accused cannot possibly be considered to be unpublished records, relating to any affairs of State.